



The Athelstan Trust

Compassionate Leave Policy

Date of Review	Approved by	Date of Approval	Next Review Date	Website
May 2025	Board	May 2023	May 2026	Y

1. Purpose

This policy is intended to provide guidance on the Academy's discretionary right to allow you to take paid leave in the event of a death of someone close to you.

2. Entitlement

You may be entitled to the following paid leave from work in the event of a death of someone close to you. This entitlement includes any time off to attend the funeral:

Person	Entitlement
Death of a near relative	Up to one week
Death of another relative	One day

For the purposes of this policy 'near relative' includes: mother, father, daughter, son, partner, sister, brother, grandparents, mother/ father in law, daughter/ son in law, step son/ daughter

Any request for leave following the death of any other person who is close to you will be considered by the Academy.

3. Notice

Whenever practicable, you will be required to request the leave of absence from your Line Manager / the Headteacher giving at least one day's notice. Where this is not possible, you (or someone else on your behalf) should contact your Line Manager / the Headteacher as soon as practically possible.

4. Abuse of entitlement

The Academy may require an explanation and evidence justifying your request for leave. Unauthorised absence or abuse of this policy may constitute gross misconduct and may result in disciplinary action in line with The Athelstan Trust Disciplinary Rules and Procedure.