



Warwickshire Pride

Registered Charity Number: 1162449

Compassionate Leave Policy

Introduction

We understand that sadly employees will experience upsetting and difficult situations in their lives from time to time, such as a close family member falling seriously ill. The purpose of this policy is to ensure that employees who are going through any such situation know how to request time off if they need it and access the support available.

We aim to create an open and supportive workplace where managers and employees can discuss any issues associated with compassionate leave. This policy sets out the support the Company will offer employees in this situation and the process to request time off.

Events Covered by This Policy

This policy applies in circumstances where employees are going through difficult and upsetting situations in their personal life where they may need support from the organisation, this includes, but is not limited to, events such as a close family member being seriously ill or injured, witnessing a traumatic incident i.e. a car accident or an accident at work, witnessing a criminal act i.e. an assault, or experiencing damage to their home in the event of a flood or fire.

This policy does not cover bereavement as we have separate policies that apply to this. Please read our bereavement leave policy if you are going through bereavement or our parental bereavement leave policy for information on time off and the support available if you are going through the loss of a child under the age of 18.

Entitlement

Employees are entitled to compassionate leave under this policy in relation to a:

- spouse or civil partner
- parent
- child
- grandparent
- sibling

We recognise that employees may need compassionate leave in relation to someone other than those set out above. In this situation, we encourage you to talk to your manager if you need support or time off. We cannot guarantee that requests

for time off will be authorised in these circumstances, but your manager will use their discretion when considering your request and discuss the options available with you.

Our Responsibilities

Managers will maintain an open-door policy so that employees experiencing upsetting or difficult situations feel comfortable approaching them if they need support or time off. They will support you to talk about your current situation and will not make presumptions about how it is affecting you.

If you need additional support at any time, we encourage you to speak to your line manager or HR.

Your Responsibilities

So that your manager can fully support you if you are going through an upsetting or difficult situation, we encourage you to speak to your manager as soon as possible, who will treat the matter with complete confidence. Any requests for time off should be agreed in advance with your manager.

For your manager to implement the most beneficial support for you, we encourage you to be as open and forthcoming as possible. We understand that these discussions may be difficult and upsetting but would like to assure you that they will be met with sensitivity, empathy and care.

However, we recognise that this is a sensitive issue so if you don't feel comfortable discussing your situation with your manager, you are encouraged to speak with another senior member of staff or HR.

Time Off

If you need time off in excess of the agreed amount, you should speak to your manager, who may agree this with you, taking into account your personal circumstances and the needs of the business. Options for time off may include taking paid/unpaid leave or booking annual leave. In order to take this time off, you should give your manager as much notice as possible.

Return to Work

On your return to work, your manager will talk to you to discuss what adjustments can be implemented to support you.

Please rest assured that we will do everything reasonably possible to support you and ease your transition back to work.

Training

We will provide training to all our staff on compassionate leave and how they can ask for help or support their colleagues.

We will ensure that all levels of management are trained on the types of situations where compassionate leave may apply, how to hold discussions with employees in these situations and adjustments that can be made to an employee's role to remove or lessen any effects the employee is experiencing.

Bullying and Harassment

There is an expectation on all employees to conduct themselves in a supportive, sensitive and open-minded manner towards colleagues. We maintain a zero-tolerance approach to bullying and harassment and will treat any and all complaints seriously. If you feel that you have been mistreated in any way by a colleague, customer, client or supplier because of matters related to compassionate leave, please speak to your manager.

Last reviewed: February 2026

Next review due: January 2027