



Policy Title **COMPASSIONATE LEAVE**

CCMT Sponsor Director of Resources

Department/Area Human Resources

Section/Sector Headquarters Personnel

1.0 Rationale

Situations arise at short notice where staff need to be absent from work due to reasons connected with the bereavement, serious illness or injury of an immediate family member or dependant. Compassionate leave is intended as a short term solution to provide time off work in such circumstances.

2.0 Intention

This document aims to provide advice and guidance to staff responsible for granting compassionate leave and to promote a consistent and reasonable approach across the force. (Time off work for other than the specific reasons above are addressed in a number of provisions, including the Time Off for Dependants provisions under the Police Regulations 2003, Time Off for Dependants in the Police Staff handbook and the Paternity and Paternal leave entitlement policies)

3.0 General Principles

3.1 This policy applies to police officers and police staff.

3.2 Compassionate leave for up to five days can be granted by the BCU/OCU Commander or Head of Department. The days are rostered working days, irrespective of the number of hours duty that were rostered for that day e.g. whether the member of staff was rostered to work seven, ten or twelve hours that day, that is one day's compassionate leave. The same principle applies to part-time staff.

3.3 Retrospective applications can be made when an emergency has occurred. Under these circumstances, the member of staff has a responsibility to inform the relevant person as soon as possible and to give an indication as to the period of compassionate leave required.

3.4 There is no limit to the number of occasions in a year that compassionate leave can be granted and each application must be considered on its merits

3.5 The member of staff should not be expected to use annual leave, TOIL (time off in lieu) or owed rest days as an alternative to compassionate leave, unless they apply to do so. However, if a year end surplus of annual leave is likely, then annual leave should be used. As a general principle, compassionate leave is paid leave.

3.6 Requests for extended periods of compassionate leave (in excess of five days) must be referred to Head of Personnel for approval. In such cases, a combination of compassionate leave together with TOIL or owed rest days may be required.

3.7 For the purposes of this policy, "immediate family" is defined as partner, parent, parents-in-law, siblings, children (own or partner's) . "Dependant" is defined as these categories with the additional category of a person who reasonably relies upon the member of staff for the provision of care in the event of serious illness or injury.

4.0 Challenges & Representations

Any challenges to this policy or recommendations for amendment should be addressed to

Head of Personnel
TVP Headquarters
Kidlington
OX5 2NX

5.0 Guidance, Procedures & Tactics

5.1 All applications for compassionate leave must be made in recordable format (either hard copy or electronic) and the granting of such leave must be recorded on PeopleSoft and the individual's personal file.

5.2 Any refusal to grant compassionate leave must be documented and recorded on the individual's personal file.

5.3. In the absence of the BCU/OCU Commander or Head of Department, the leave can be granted by the relevant HR Manager.

6.0 Communication

6.1 Links to Police National Legal Database Other

- Police Regulations 2003
- Force guidelines on Time off for dependants
- Paternal Leave entitlements policy

- Parental Leave entitlements policy

6.2 Communications Strategy

The policy to be published on the Force Intranet under “Policies and Procedures”, and referenced in the Police Staff Conditions of Service handbook. Item in Weekly Orders and notification to all HR Managers, LPA Commanders, BCU/OCU Commanders and Heads of Department.

7.0 Compliance and Certification

7.1 Human Rights Certification

(i) Legal Basis

There is no legal basis

(ii) Human Rights Articles Engaged

Article 1 Protection of Property

Article 8 Right to respect for private and family life

Article 14 Prohibition of Discrimination

7.2 Diversity Impact Assessment

A Diversity Impact Assessment has been carried out and this policy has been assessed as having a low impact on the six strands of diversity.

7.3 Data Protection

Personal data and information obtained in connection with this policy will be processed in accordance with the Data Protection Act 2000. It will be kept for seven years, in accordance with the Thames Valley Police destruction policy.

7.4 Freedom of Information Act

Suitable for availability to the public

7.5 Protective Markings

Not protectively marked

7.6 Health & Safety at Work

No Health and Safety at Work implications

8.0 Monitoring and Review

8.1 Links to Best Value/PPAF/Priorities/Performance Indicators

1. No direct links to the Force Delivery Plan

8.2 Review Process

This policy will be reviewed every 2 years. The review will take account of the following criteria:-

- Changes in legislation
- Court rulings – Domestic, European and Human Rights
- Examples of good practice from other Forces or other organisations
- Changes in Home Office Circulars
- Developments with ACPO Policy Unit
- Representations made by individuals and relevant organisations
- Relevant Equality data