

COMPASSIONATE LEAVE

POLICY STATEMENT:

HR Staff n Stuff recognises and appreciates that from time to time employees will be affected by serious illness or death of an immediate family member. HR Staff n Stuff provides two days of paid leave for permanent full-time & part time (pro-rata) employees for each occasion when a member of the employee's immediate family or household:

- contracts or develops a personal illness that poses a serious threat to his or her life
- sustains a personal injury that poses a serious threat to his or her life
- deceases

Members of an employee's immediate family include:

- a spouse, child, parent, grandparent, grandchild or sibling of the employee, or
- a child, parent, grandparent, grandchild or sibling of a spouse of the employee.

Where the employee requires leave for the illness or death of someone outside their immediate family, accrued time in lieu, accrued annual leave or leave without pay may be used with the Director's approval.

PROCEDURES:

- a. All employees who feel they should be considered for paid compassionate leave should notify the Director. HR Staff n Stuff values its employees and will work with them on their individual situation and the number of days required.
- b. Employees who suffer a death in the immediate family will be granted up to two (2) days paid leave of absence to handle the necessary family details and to attend the funeral.
- c. Any employees who are notified of a death in their immediate family while at work, and leave early, will be paid for the hours not worked. These hours may count toward the two (2) days paid leave of absence.
- d. Employees may extend their compassionate leave by utilising additional days of accrued time in lieu or annual leave, when available and approved in advance. If all accrued time in lieu and accrued annual leave pay has been exhausted, the employee may take additional unpaid leave, subject to approval by the Director.
- e. Pay in lieu of taking compassionate time off is not permitted.
- f. Compassionate leave must occur at the time of the family member's death/injury. Requests for leave after some time has passed will be denied.
- g. Where an employee wishes to take time off due to the serious illness or death of a person who is not an immediate family member or a member of the household, they may request the use of annual leave, long service leave or unpaid leave and the business will make every effort to accommodate this request.