

Toft Newton Parish Council

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COMPASSIONATE LEAVE POLICY

Toft Newton Parish Council aims to extend sympathy, compassion and understanding should employees experience a bereavement. At all times, we will try to assist employees to come to terms with their loss.

Application for bereavement leave should be made by e-mailing the Chair of the Parish Council.

We will normally grant 7 days unpaid leave in the event of the death of an immediate relative (such as a spouse, parent, step-parent, grandparent, brother, sister, child, mother-in-law and father-in-law).

Any time off in addition to this should be discussed with the Chair of the Parish Council. Reasonable unpaid compassionate leave will be granted taking into account such factors as the relationship with the deceased person and the timing and location of the funeral.

We accept the need to take this leave can arise at very short notice, but request that employees discuss their requirements with the Chair of the Parish Council before taking any time off and, in any event, at the earliest opportunity.

All requests for compassionate leave will be dealt with on a confidential basis.

Reviews

Toft Newton Parish Council will review this policy as per the schedule below, or sooner if changes to local or national guidance or legislation require a revision to take place sooner.

Previous versions of this policy will be retained on the Zoho WorkDrive and will have a version number appended to their file name.

Approved by Toft Newton Parish Council on:

7th July 2026

First review due:

September 2027

Then review:

Annually
