

	Standard Operating Procedures GHCD	DOC NO: 4.8.5	ISSUE: 2
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1.0	Compassionate Leave 1.1 A staff on application, shall be granted paid Compassionate Leave immediately in the following circumstances; 1.2 The death of a member of the staff's immediate family i.e.: <ul style="list-style-type: none"> • Spouse • Child • Parents • Parents in-law • Siblings • Grandparents (inclusive in-laws) <p>Maximum two (2) consecutive working days per occasion.</p> 1.3 Marriage of legal children. Maximum one (1) working day per occasion. 1.4 Paid Compassionate Leave shall only be allowed after prior approval has been obtained from the Company. 1.5 When a staff is required to leave the Company's premises at a short or sudden notice on urgent or compassionate grounds, or when staff is unable to report for work owing to a sudden or unforeseen event or any other circumstances preventing him/her from doing so, the Company must be informed and provisional approval for leave must be obtained either by the staff personally or through a third party.
2.0	Compassionate Leave - Procedure 2.1 Staff must inform and obtain immediate superior's provisional approval before taking the leave. 2.2 Upon returning to work, staff has to submit the application for maximum two (2) days Compassionate Leave for the occasion in the E-Leave System with supporting document.