

# Compassionate Leave

## Policy and Guidelines

King's is committed to prioritising the welfare and wellbeing of our employees and we aim to create a supportive working environment where everyone has access to support when it is needed.

We want to support our employees when the unexpected happens and they need time away from work to give their immediate attention to a situation or support to their loved ones.

The duration and circumstances of compassionate leave can vary significantly and we want to provide employees with the time, space and support to manage the situation.

The provisions in this policy are available to all employees regardless of sexual orientation, gender identity or any other protected characteristic.

This policy does not form part of your contract of employment. The University reserves the right to amend the terms of this policy when required.

### Essential Information

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The length of compassionate leave varies depending on individual circumstances and we will grant paid leave, for the time you need, to respond to the event.

Compassionate leave can be used for a variety of reasons such as,

- Caring for someone close to you if they are seriously unwell or require emergency treatment,
- Taking time to grieve and make arrangements after the death of a family member or loved one, or
- To attend a funeral or memorial service of a family member or someone close to you.

Normally we allow up to five days paid leave, though understand that sometimes you will need less and other times more. You should discuss your request with your manager to agree on an appropriate length of leave and any flexibility that might be required.

### How to Apply

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We know that you may be facing a difficult and stressful time, so we ask that you talk to your manager and put the request in writing, though this only needs to be a brief email with the reason for the time off and the dates you require.

Your manager will make a prompt decision, usually within 1-2 days, and will confirm when your request has been approved. Upon approval, the leave should be recorded on PeopleXD.

## Things to Think About

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King's offers a variety of leave types and you should consider if this is appropriate in your situation.

[Parental Bereavement](#) leave is available for parents who experience the death of a child under 18 years old.

[Dependants' Leave](#) is available to employees when there is an unforeseen issue with care for a dependant and [Parental Leave](#) is also available to plan unpaid time away from work.

[Carers Leave](#) is unpaid leave that is available to meet planned caring responsibilities.

If your health has been affected by bereavement sickness absence may be appropriate whilst you seek medical support.

You may also wish to consider [flexible working](#) to request a phased return, flexible hours, or additional support when you come back.

## Further Support

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Our [Bereavement](#) webpages provide details of resources and support that you can access if you are grieving or feel that you may need additional help.

Remember you have access to our [Employee Assistance Programme](#) who can provide you with support. It is independent, confidential, and free to use for the King's community. They can provide expert advice on a wide range of matters including arranging a funeral; coping with bereavement; and a telephone counselling service.

If you have any questions about compassionate leave, please speak to your manager in the first instance. For managers who need advice contact [hr@kcl.ac.uk](mailto:hr@kcl.ac.uk) who will be able to assist.

## Version control

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