



Compassionate Leave Procedure

This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

Procedure Statement

NYP believes in treating everyone fairly and compassionately in testing circumstances. We offer a variety of different forms of leave to enable individuals to take time away from work.

Compassionate leave is one form of leave and can be used in the event of a close relative dying or suffering from a very serious illness / injury.

Overarching Policies:

Working Arrangements and Flexibility Policy

Procedures:

Annual Leave Procedure

Additional Leave of Absence Procedure

Emergency Leave Procedure

Other documents:

The Parental Bereavement Leave Regulations 2020

Parental Bereavement Leave form

1. Process

1.0 Compassionate Leave

1.1 Compassionate Leave allows Police Officers and Police Staff a reasonable amount of paid time away from work due to a death or very serious illness / injury of a close relative.

1.2 A close relative may often be defined as a father, mother, brother, sister, partner, spouse, grandparent or child but can be other relatives.

1.3 For Police Officers compassionate Leave is underpinned by Annex T to Regulation 33 of the Police Regulations 2003.

- 1.4 The individual should contact their Line Manager as soon as possible to inform them of the illness/death of their relative. The Line Manager should discuss with the individual what support NYP can provide.
- 1.5 The individual's line manager has the responsibility to authorise compassionate leave as appropriate dependent on the circumstances. It is recommended that the day of death / injury and the day of any funeral are granted as a minimum.
- 1.6 The following should be taken into consideration when determining the amount of compassionate leave that is appropriate;
- Closeness of the relationship
 - Extent of involvement in making funeral arrangements
 - Distance the individual needs to travel
 - The extent of family and other support available.
- 1.7 The individual and the line manager must ensure that ORIGIN is updated (including reason for request).
- 1.8 Compassionate leave can be extended by line management, based on individual circumstances.
- 1.9 If a substantial period of absence is required, consideration can also be given under these circumstances for the use of other forms of leave for example, Annual Leave, Time Off In Lieu (TOIL), Rest Day In Lieu (RDIL) etc. If a substantial period of absence is required,

2.0 Parental Bereavement Leave

- 2.1 From 6 April 2020 employees are entitled to two weeks statutory Parental Bereavement Leave if they lose a child under the age of 18 or suffer a stillbirth from the 24th week of pregnancy. Statutory Bereavement Pay is paid at the lower of £172.48 per week or 90% of salary. If an employee loses more than one child at the same time, they are entitled to Parental Bereavement Leave in respect of each child.
- 2.2 Full details of those entitled to Parental Bereavement Leave are outlined in the
The Parental Bereavement Leave Regulations 2020. These include;
- The child's birth parents
 - The child's adopted parents
 - The partner of the child's parents
- 2.3 Parental Bereavement Leave will be fully paid.
- 2.4 Parental Bereavement Leave can be taken as one block, or as two one-week blocks (in the 56 weeks after the death of a child).

2.5 NYP understands and appreciates that this period will be a difficult time for parents, however due to statutory requirements of Parental Bereavement Leave and Pay, NYP need to know following information:

- the date of the child's death
- the date on which the individual chooses any period of absence to begin, and
- whether the individual intends that period of absence to be a period of one or two weeks' Parental Bereavement Leave. If the individual intends on taking two separate blocks of one week, notice must be given to NYP at least one week before the start of the second week.

The individual should contact their line manager as soon as possible to provide them with the above information and the start date(s) of their leave.

2.6 The individual's line manager should complete and submit a Parental Bereavement Leave form on the individual's behalf.

2.7 NYP also recognises many people will consider it a bereavement, if an individual or their partner has a miscarriage in the first 24 weeks of pregnancy. Individuals may need time away from the workplace to recover both physically and emotionally. The timeframes for this will vary dependent on the individual and their particular circumstances. Line managers are encouraged to support individuals and/ or their partners as much as possible during such difficult circumstances and as such may want to consider granting compassionate leave.

Responsibilities

Managers

- Line managers will consider requests for compassionate leave fairly and compassionately. They should feel empowered to make appropriate decisions in line with this procedure.
- Submit a Parental Bereavement Leave Form on behalf of individuals.

Police Officers and Staff Members

- Police Officers and Staff Members should feel supported by this procedure when requesting time off on compassionate grounds. They are trusted to use these provisions in an appropriate way.

People Services

- People Services will ensure that this procedure is being adhered to and will provide advice as necessary on its interpretation and implementation.

Senior Officers / Heads of function

- Should enable their reports to make appropriate decisions using this procedure. They should seek outcomes that benefit all parties and maintain fairness in approach.

Definition of Special Terms

North Yorkshire Police – collectively the Police, Fire and Crime Commissioner and the Chief Constable in their respective corporate capacities as the employer of staff (or, in the case of the Chief Constable in so far as Police Officers are concerned, deemed or de jure employer).

North Yorkshire Police Personnel – Collectively, Police Service Personnel and Commissioner Staff as defined below.

Police Service Personnel – Police Officers under the direction and control of the Chief Constable and Police Staff in the employment of the Chief Constable.

Chief Constable's Staff – All staff in the employment of the Chief Constable of North Yorkshire Police

Commissioner Staff – All staff in the employment of the Police, Fire and Crime Commissioner for North Yorkshire, (PFCCNY)

TOIL – Time Off In Lieu

RDIL – Rest Day In Lieu