



Compassionate Leave Policy

Redmond Group Ltd.'s ("the Company") Compassionate Leave Policy is intended to help employees at the time of the serious injury, death or funeral of an immediate family member or close relative.

Where an employee is entitled to take time off under the statutory right to time off for dependents, any time off granted as compassionate leave is in addition to the time off available under this statutory right.

This Policy sets out the definition for immediate family and the procedure to follow to claim compassionate leave.

Definitions

For the purposes of this policy, immediate family is defined as the employee's spouse, civil partner, partner, parent, child, sibling or grandparent.

There is no contractual entitlement to remuneration for absences relating to compassionate leave. Payment of salary during compassionate leave is at the absolute discretion of the Company.

If the employee is seeking compassionate leave in respect of a close relative's serious illness or death (i.e. someone who is not an immediate family member) he or she should discuss this request with the human relations department of the Company to see if compassionate leave applies.

Procedure

In the event of the death of a member of the employee's immediate family, the employee should contact their Line Manager to request compassionate leave. The employee should inform Line Manager of the need to take compassionate leave as soon as reasonably possible. Each case will be viewed sympathetically and the amount of leave granted will depend of the individual's circumstances. Up to a total of 3 days' paid leave may be given.

Additional Leave

If the employee wishes to take further leave, he/she should request annual leave in the usual way.

This policy will be reviewed annually.

This policy has been approved & authorised by:

Name: Stephen Redmond

Position: Managing Director

Date: 18.02.20

Review Date: 18.02.21

Signature: 