

## Compassionate Leave Policy

Pro Language Ltd, McLintocks, S70 2NZ  
Company Number: 11455383

Issued	December 2023
Recheck	December 2025

### Introduction

This policy sets out the rights of employees to compassionate leave.

The purpose of compassionate leave is to help employees to come to terms with the death of a loved one, a critical illness or injury involving an immediate family member, or serious personal relationship problems.

For the purpose of this policy, we regard an "Immediate family member" as an employee's spouse, civil partner, partner, parent, child, sibling, grandparent, or grandchild.

This policy does not apply in cases of domestic emergency, and it does not affect your statutory right to take time off for dependants or parental bereavement leave. Unless there is an overlap with this policy, any time off granted as compassionate leave is in addition to the time off available under the statutory right.

The policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

### Scope

This policy applies to employees employed by us. It does not apply to workers, contractors, consultants, or any self-employed individuals working for the organisation.

### Entitlement to compassionate leave

#### Bereavement

In the event of the death of an immediate family member, please contact your line manager as soon as you can. Each case will be viewed sympathetically, and the amount of leave granted will depend on the individual's circumstances. Relevant factors that will be considered include the employee's relationship with the deceased, domestic responsibilities, and travel requirements.

#### Other circumstances

In the event of a critical illness or injury of an immediate family member or a serious personal relationship problem, please contact your line manager. Each case will be viewed sympathetically, and the amount of leave granted will depend on the employee's circumstances. Relevant factors that will be considered include the nature of the incident and the closeness of the relationship.

### Requesting compassionate leave

You should inform your line manager of the need to take compassionate leave as soon as reasonably practicable or, at the latest, on the first day on which you are absent. If you wish to take further leave, you should request annual leave in the usual way.

**Support**

We recognise that dealing with a bereavement, a critical illness or injury of an immediate family member or a serious personal relationship problem can be among the biggest challenges of an employee's life and we will do what we can to support you.

**Data protection**

When dealing with compassionate leave, we will process any personal data collected in accordance with our data protection policy. In particular, we will record only the personal information required and keep the information only for as long as necessary.

**Review**

This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed 2-years after initial approval and thereafter on a triennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

**Definitions**

Pro Language ("we", "us", "our")

The Employee ("you")