



RCSI

Compassionate Leave

Purpose

RCSI is committed to being an employer of choice and to providing an inclusive and supportive environment with regard to personal situations and work life balance of staff.

The purpose of this policy is to support you if you find yourself needing to take time off due to personal or family crisis or bereavement. It will also support you to understand the criteria and process of applying for, and receiving, Compassionate Leave.

There is no legal requirement to grant Compassionate Leave, however it is RCSI's intent to support its staff at such a time and this policy describes how it will achieve this.

Scope

This policy applies to all RCSI staff who experience a personal or family crisis or a bereavement, regardless of length of service.

Policy Statement

RCSI understands that personal or family crisis or bereavement can have significant impact on someone's mental and physical wellbeing and is committed to supporting you should you experience this. RCSI offers paid compassionate leave in order to ease the burden for you in such circumstances.

The length of Compassionate Leave available is up to 5 days for the death of your child or your spouse (or the person you are living with as a husband or wife) and up to 3 days for other immediate relatives. These days would usually be required to be taken consecutively. For the purpose of this policy other immediate relatives are defined as-

- Father or Step-Father
- Mother or Step-Mother
- Siblings
- Father-In-Law, Mother-in-Law
- Grandmother, Grandfather

Procedure

You are encouraged to share with your line manager or Human Resources details of personal situations, experiences or information that may result in you needing to apply for Compassionate Leave. This will give them the opportunity to provide you with the support you need initially and on your return.

In order to ensure consistency of application of the policy and fairness for all, the following procedure will be followed whenever Compassionate Leave is requested.

Step 1: Applying for Compassionate Leave

- As it is not always possible to give notice of the need for Compassionate Leave, you should contact your Head of Department/nominee as soon as possible and no later than the first day of absence.
- You should clearly state that you are making a request for Compassionate Leave and provide brief details of the circumstances. This will enable your line manager, with the support of HR, to make a decision on whether your request will be granted and if so, the length of Compassionate Leave that is available to you.

If circumstances mean that you are unable to do this yourself, it is acceptable to ask a friend or relative to do this on your behalf.

Step 2: Approval of an Application

- Your Head of Department/nominee will consider your application and make a final decision as to whether to approve your request for Compassionate Leave.
- If your Head of Department is considering refusing a request, he/she must seek guidance from HR before responding. HR may, confidentially, speak to you before advising the Head of Department about your request.
- You will be notified of the decision as soon as possible.
- Where Compassionate Leave is refused but you have already taken the time off, you will be advised whether this must be taken from your annual leave allocation or as unpaid leave.

Step 3: Recording the Request

- It is the Head of Department/nominee's responsibility to liaise with Human Resources, confirm the decision about the request and identify the appropriate length of Compassionate Leave being applied for should approval be given.
- You should then apply for compassionate leave on the core portal. This will then be approved by your manager. If you are unable to apply for compassionate leave on the core portal, your manager can submit the leave on your behalf.
- On your return to work, you will be asked to confirm that the details of the Compassionate Leave are correct.

Step 4: Applying for Additional Leave

- If you require further time off work in addition to the paid Compassionate Leave, then this should be applied for as annual leave or unpaid leave.
- Additional unpaid leave may be granted at the discretion of the Director of Human Resources only.
- When your own health is adversely affected by bereavement, a short period of sick leave might be more appropriate. You are encouraged to discuss this with your line manager or Human Resources.

Step 5: Returning to Work

- You should, where possible, confirm your intention to return to work at least the day before you return.
- This should be confirmed with your line manager, preferably with a telephone call to discuss your start time and any support you might require.
- On your first day back, your line manager may meet with you to check how you are, confirm any support previously discussed and provide you with any updated information on your role and/or tasks.

Your Right to Appeal

Should your application for Compassionate Leave be refused you have the right to appeal.

You should appeal to Human Resources in writing in the first instance clearly explaining the reason you believe the decision made was incorrect.

If you are not satisfied with the outcome of your appeal, you have the right to raise your concerns with the Director of HR whose decision at appeal is final.

Getting Further Help

The Human Resources department is available to support any member of staff in understanding the content of this policy and procedure and making an application.

Policy Review

The Human Resources Department will ensure that this policy will be monitored and kept under review.