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(Head of Service for staff in central professional services areas). Such cases will be treated individually according to the distance to be travelled and other relevant factors.

3.5 Where appropriate, staff may be entitled to one day's paid leave to attend a funeral of someone who is not in any of the above categories, at the discretion of the Head of Department, or Head of central professional services area.

4.1 Staff should inform their line manager and where applicable the Faculty Operating Officer at the earliest possible opportunity of the need to take compassionate leave.

4.2 Staff should request, and line managers should then either authorise or reject, compassionate leave at the earliest opportunity using MyView self-service.

4.3 Where requests are for more than ten days (pro-rata for part time staff), the line manager should discuss and seek approval from their Head of Department (Head of Service for staff in central professional services areas in the first instance before approving any such requests.

4.4 If the member of staff wishes to take further leave, they should request annual leave in the usual way.

5.1 If you require any document in an alternative format, for example, in larger print, please contact the Human Resources Department.

January 2018

May 2022 Updated to increase paid time off from up to five days to up to ten days within a 12-month period.