Compassionate or Special Leave

If you need time off to look after someone close to you who is sick or injured, or to help them deal with an emergency you may be granted paid compassionate leave. This would usually be for 1 day.

If there are special circumstances which mean you need to take leave which isn't covered by these descriptions you can request up to 3 days.

Please discuss with your line manager, followed by an email (and copy in Human Resources if appropriate). They will consult the COO about your request, which will be treated confidentially and with sympathetic consideration.