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Compassionate Leave Policy

Metanoia Institute

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People policies online

These can also be found on the [People Hub](#).

External Reference

GOV.UK: <https://www.gov.uk/time-off-for-dependants>

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Compassionate Leave Policy

1. Policy statement

The purpose of this policy is to set out the Institute's approach to employee entitlements to compassionate leave. We appreciate that at times employees will go through difficult situations in their personal life where they may need support from the Institute.

2. Purpose

This policy aims to inform you of your entitlements. This policy does not form part of your employment contract. Nothing in this policy alters, replaces, or overrides the terms and conditions of your existing contract of employment.

3. Scope

This policy applies to all Metanoia employees; it does not apply to contractors.

4. Death of a close family member

In the event of the death of a partner, parent, child, grandparent, sibling or stepchild/parent, there will be an entitlement of up to three days compassionate leave that an employee can take which will be paid.

Leave of more than three days may be granted solely at the discretion of the manager, although note all days in excess of three days will be unpaid.

Where an employee experiences the loss of a child under the age of 18, they will be entitled to take two weeks' parental bereavement leave. Please read our separate policy on Parental Bereavement Leave for more information on this entitlement.

Eligible employees have a statutory right to bereaved partner's paternity leave from day one of employment in circumstances where a child's primary carer dies. For details on your entitlement to time off and support available, you should read our separate Bereaved Partner's Paternity Leave Policy.

5. Other compassionate leave

In a situation regarding the death of someone other than a close family member, the managers' discretion will be used when granting any compassionate leave up to three days, which would be unpaid.

An employee will not automatically have the right to take extended compassionate leave by taking unpaid leave.

6. Requesting compassionate leave

Often, circumstances will dictate that compassionate leave will need to be requested unexpectedly by the employee. Employees should inform their manager of their need as soon as possible. The manager will confirm both the amount of leave to be given and the payment arrangements in respect of this leave. The manager is then responsible for informing the

People & Culture team of the employee's leave and payment arrangements through updating the employee's leave record in the people system.

7. Unpaid leave

Employees have a right to take time off for dependents in order to deal with an unforeseen emergency involving a dependent, including when a dependent dies. This policy does not affect that regulation.

8. Appeals

If a request for compassionate leave is refused, the employee may lodge an appeal in writing to their manager's manager. All appeals will be dealt with within five working days.

9. Making unfounded requests

If it is discovered that an employee has abused the policy by making false or inaccurate requests for compassionate leave, this will be regarded as an act of misconduct, and disciplinary action may be taken.

10. Monitoring and review

The People & Culture team will monitor compassionate leave use to ensure consistency and fairness. You should read this policy alongside the other relevant policies, and the Staff Handbook.