



Compassionate Leave Policy

Purpose

The purpose of this policy is to provide employees with paid time away from work at a time of bereavement. The amount of leave that can be taken varies from 1 to 20 days depending on the nature of the relationship.

Scope

All current employees of DCU are eligible to be considered for the leave as outlined in this policy upon commencement of their employment.

Policy Statement / Principles

DCU is committed to supporting the well-being and welfare of all employees working in the University.

Provisions for Leave with Pay

- On the death of an **immediate spouse or child** up to **20 days** may be granted.
- On the death of another **immediate relative** (as defined below) up to **5 days** leave may be granted. If the death of an immediate relative occurs abroad then an extra day's leave may be granted.
- Where the death of an **uncle, aunt, niece or nephew or similar** **1 day** of leave may be granted.
- In exceptional circumstances, where the employee lived with the deceased at the time of their death, or has to take charge of funeral arrangements, this limited leave may be extended to **5 days**.
- In the event of a stillbirth or prenatal death of a child after twenty-four weeks pregnancy, **10 days** leave may be granted to the other parent of the child. The mother of the child will get access to maternity leave, as per the Maternity Leave Policy.

All of the above leave is paid and is reckonable for pensionable service.

Other Arrangements

There is no requirement for an employee to avail of the full amount of leave outlined above. The University encourages employees to avail of the leave provided for in this policy. However, it recognises in certain situations, an employee may wish to return to work sooner.

The Leave provided for in this policy is granted only at the time of the bereavement. This leave cannot be substituted for any other form of leave, except for annual leave. If the bereavement occurs when a staff member is on annual leave, the annual leave can be replaced with the provided leave and the annual leave restored.

Part-time Employees

With regard to those working part-time and or reduced hours, the granting of the Leave, and the amount granted will depend on whether or not the employee was scheduled to work for the period in question.

Roles & Responsibilities

The Employee

- a) Inform their Head of School/Head of Unit/Line Manager as soon as practicable on their intention to take the Leave.
- b) Advise when the first day of the Leave is to commence.

Line Manager

- a) Provide relevant supports for the employee in a compassionate and sensitive manner.
- b) Consider and explore any employee request for additional time off, such as unpaid leave, using annual leave entitlements, etc.
- c) Liaise with DCU HR to seek guidance on the implementation of the policy, if required.
- d) Facilitate the employee to take the Leave.
- e) Support the employee when returning to work following a bereavement, such as agreeing if they would like their colleagues to be made aware.
- f) Sign-post support services, such as the Employee Assistance Service.
- g) Notify DCU HR of the details of any such leave.

Human Resources

- a) Provide support and assistance where appropriate to the relevant employee and Line Manager.
- b) Provide guidance on the application of the Leave policy to managers and employees.
- c) Provide information on support services, such as the Employee Assistance Service.

Definitions

- Spouse (including cohabiting partner)
- Child (including adopted children and children being cared for on the basis of ‘in loco parentis’)
- Any person in a relationship of domestic dependency
- Immediate relative (Parent, step-parent, parent-in-law, sibling, step-sibling, sibling-in-law, child-in-law, or grandparent, or grandchild)
- a similar immediate relative of a cohabiting partner
- other relevant parent.

Contacts

Should you have any queries on this policy please contact your HR Representative.


Supports

Employees can avail of the University’s Employee Assistance Service (EAS) which offers both practical and emotional support to staff and their immediate families who have experienced bereavement. Details of the EAS can be found on the DCU website.

Policy Review

This policy will be reviewed every 24 months or as soon as practicable after there has been a material change in any matter to which this policy refers.

Version Control

Document Name	Compassionate Leave Policy		 Ollscoil Chathair Bhaile Átha Cliath Dublin City University
Unit Owner	Human Resources		
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Approved by	HR / Executive	Director of HR	
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End.