

# Compassionate Leave Policy

Rev 1

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Managing Director - Kevin Hague



**AARSLEFF CENTRUM**



**CANNON  
PILING**  
a part of Aarsleff Ground Engineering Limited

## 1. POLICY STATEMENT

**1.1 This policy applies to all companies within Aarsleff Ground Engineering Ltd UK and Avoncross Ltd, including companies trading as Centrum Pile and Cannon Piling (referred to in this statement as 'The Company').**

1.2 This policy is non-contractual, and the Company reserves the right to amend or withdraw the policy at any time at the Company's discretion.

1.3 We understand that employees will experience upsetting and difficult situations in their lives from time to time. The purpose of this policy is to ensure that employees who are going through any such situations know how to request time off if they need it and access the support available.

1.4 We aim to create an open and supportive workplace where managers and employees can discuss any issues associated with compassionate leave. This policy sets out the support the Company will offer employees in this situation and the process to request time off.

1.5 You will not be discriminated against or subjected to a detriment for taking leave in accordance with this policy.

## 2. EVENTS COVERED BY THIS POLICY

2.1 This policy applies in circumstances where employees are going through difficult and upsetting situations in their personal life where they may need support from the organisation, this includes, but is not limited to, events such as a close family member being seriously ill or injured, witnessing a traumatic incident i.e. a car accident or an accident at work, witnessing a criminal act i.e. an assault, or experiencing damage to their home in the event of a flood or fire.

2.2 This policy does not cover bereavement as we have a separate bereavement leave policy, please refer to this if you are going through a bereavement.

## 3. ENTITLEMENT

3.1 Employees are entitled to compassionate leave under this policy in relation to a:

3.1.1 Spouse or civil partner

3.1.2 Parent

3.1.3 Child

3.1.4 Grandparent

3.1.5 Sibling

3.1.6 Stepchild/ Stepparent

3.2 We recognise that employees may need compassionate leave in relation to someone other than those set out above. In this situation, we encourage you to talk to your manager if you need support or time off.

3.3 We cannot guarantee that requests for time off will be authorised in these circumstances, but your manager will use their discretion when considering your request and discuss the options available with you.

#### **4. OUR RESPONSIBILITIES**

4.1 Managers will maintain an open-door policy so that employees experiencing upsetting or difficult situations feel comfortable approaching them if they need support or time off. They will support you to talk about your current situation and will not make presumptions about how it is affecting you.

4.2 We would like to remind you that you have access to a 24-hour telephone counselling service and encourage you to use it if you felt you would like to talk to someone about your situation. The service can be accessed through [healthassuredeap.com](http://healthassuredeap.com) or via the free 24-hour confidential helpline on 0800 047 4097

4.3 As part of our Employee Assistance Programme, you also have access to an online wellbeing tool, Wisdom AI, which you can use to find fast answers to any wellbeing questions you have. You can access Wisdom AI at any time via the Health Assured portal at [healthassuredeap.com](http://healthassuredeap.com).

#### **5. YOUR RESPONSIBILITIES**

5.1 So that your manager can fully support you if you are going through an upsetting or difficult situation, we encourage you to speak to your manager as soon as possible, who will treat the matter with complete confidence. Any requests for time off should be agreed in advance with your manager.

5.2 For your manager to implement the most beneficial support for you, we encourage you to be as open and forthcoming as possible. We understand that these discussions may be difficult and upsetting but would like to assure you that they will be met with sensitivity, empathy and care.

#### **6. TIME OFF**

6.1 Compassionate leave will be considered sympathetically by your Line Manager in the case of bereavement. Compassionate leave with pay or without pay for any other serious circumstances may be considered at the discretion of Management.

6.2 We recognise that employees' needs will vary depending on their situation, therefore we feel that it is not appropriate to have fixed rules for time off. If you need time off, you should speak to your manager who may agree this with you, considering your personal circumstances and the needs of the business.

6.3 Options for time off may include taking paid/unpaid leave, booking annual leave (which will be considered in accordance with our usual annual leave procedures)

## 7. RETURN TO WORK

7.1 On your return to work, your manager will talk to you to discuss any requirements you may have for adjustments and to discuss any further support you may require.

## 8. FURTHER SUPPORT

8.1 If you feel that you need any additional support, please contact our Employee Assistance Programme, Wisdom AI, where a 24-hour helpline is available to support you through any of life's issues, this is a completely confidential service and your details will not be shared with the Company, this service can be accessed directly via phone on 0800 047 4097 or via the website at [Wisdom \(healthassured.org\)](https://www.healthassured.org)