



University of Limerick

Compassionate Leave Procedure

Approved by: Human Resources Division

1 Introduction

1.1 Purpose

The purpose of this document is to provide for employee support and paid or unpaid compassionate leave in the event of the death of a member of an employee's immediate family.

In exceptional circumstances paid compassionate leave may be provided in the event of a death outside the immediate family.

The University acknowledges that bereavement leave is intended to support employees in the immediate period around the death of a relative. However, the process of grief may take a significant time to work through and will be personal to each individual.

1.2 Scope

1.2.1 To whom does the procedure apply?

This procedure applies to all employees of the University of Limerick.

1.2.2 In what situations does the procedure apply?

Employees are entitled to five days paid leave on the death of:

- Spouse/partner
- Child

Employees are entitled to three days paid leave on the death of:

- A parent
- Brother/sister
- A person to whom the employee is in loco parentis
- A dependent residing with the employee

Employees are entitled to one day paid leave on the death of:

- Mother-in-law/father-in-law
- Grandparent
- Grandchild
- Son-in-law/daughter-in-law
- Aunt/uncle.

In other exceptional circumstances, paid compassionate leave of up to three days leave may be granted.

1.2.3 Who is responsible for ensuring that the procedure is implemented and monitored?

It is the responsibility of the Director, Human Resources Division to ensure implementation of this procedure as approved. It is a matter for the relevant line manager to approve the leave in the first instance prior to a submission to the Human Resources Division in this regard.

An employee should request compassionate leave from their line manager on the first day of absence. Line managers have the right to exercise discretion in exceptional circumstances as outlined above. Leave days must be taken consecutively around the time of the bereavement.

2 Context

2.1 Legal and Regulatory Context

This procedure is in conformance with employee entitlements to leave as provided for in related Irish legislation and their contracts of employment.

3 Procedure Statements

3.1 Principles

This procedure is to ensure the fair and consistent treatment of all employees who wish to avail of compassionate leave.

4 Related Procedures for Unpaid Leave

4.1 Unpaid Leave

Unpaid compassionate leave may also be granted for the purpose of coping with issues arising from the death of a relative. Any such unpaid compassionate leave must be approved by your line manager via a Leave Application Form and forwarded to HR immediately for processing.

5 Related Procedures for Employee Support

5.1 Employee Support

- The University acknowledges that the workplace, along with family, friends and relatives can play an important role in helping employees come to terms with their loss. The University is committed to support

and train its employees to deal with bereavement in a sensitive and caring manner.

- It is the responsibility of Line Managers to establish open communication with the bereaved employee, acknowledge their loss, and check what information to share, and inform colleagues appropriately.
- The Line Manager will also demonstrate flexibility and understanding in respect of work issues and the return to work by the bereaved employee.
- It is the responsibility of Human Resources to support line managers and to provide training in understanding bereavement.
- The resources of the Employee Support Service are available for all employees. Employees who require professional help in the event of a bereavement either directly or indirectly may avail of the Employee Support Service. This is a free and confidential service and can be accessed directly by calling the Freephone Helpline: 1800 201 346.
- Bereavement leave is intended to support employees on the death of a family member or relative. The grieving process is personal to each individual and may be protracted.
- Certain circumstances such as traumatic/sudden death may give rise to intense grief responses, which may require specialist support. In such situations, the University will provide critical incident support through the Employee Support Service.
- The Employee Support Service also provides useful information for dealing with bereavement which is available on: <http://www.ul.ie/hr/employee-support-service>, or on 1800 201 346.

6 Related Documents

Leave of Absence Scheme
Employee Support Service

7 Document Control

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