

Template compassionate leave policy

Supporting you with compassionate leave

When someone you love dies, we offer [X] days of additional paid leave so you can grieve and get the support you need.

Why you might take compassionate leave

- Someone you love dies or is terminally ill
- Someone around you, like your partner, is experiencing grief or terminal illness
- Taking time off for particular occasions (like a funeral, or the birthday or anniversary of someone who's died)
- Pregnancy loss such as miscarriage, abortion and stillbirth (including for partners and surrogate mothers)

If something else is affecting your ability to work, please chat to your manager so we can support you.

We trust you to do what's right for you

We do not define "closeness" and we will not ask about your relationship to the person or what they meant to you.

If you're a manager and need guidance on the best language to use to talk about compassionate leave, there's a guide here:

farewill.com/articles/compassionate-leave-policy-guide

You can take [X] days for each situation

Death can be unpredictable, so you can take up to [X] days of paid leave for each situation, rather than each year. It's up to you when you'd like the time off, whether that's straight after someone dies, a little later on, or something in-between. There's no right or wrong way to grieve and you know best how you feel.

If you need more than [X] days, we'll work together to see how we can best support you – whether that's more time off, a phased return, more flexible hours, or something else. Equally, there's no obligation to take compassionate leave at all, if you do not want to.