



etbi

Education and Training
Boards Ireland
*Boird Oideachais agus
Oiliúna Éireann*

COMPASSIONATE LEAVE

POLICY

*For all staff in
Education and
Training Boards
Ireland*

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1. INTRODUCTION

Education and Training Boards Ireland (ETBI) will grant paid compassionate leave to staff to take time away from work at a time when there is a bereavement in their immediate family.

2. OBJECTIVE OF POLICY

- 2.1 Compassionate leave will be granted to a staff member to provide care and support to them during a bereavement within their immediate family. ETBI fully recognises the impact that bereavements may have on employees and this compassionate leave policy is designed to support staff in such instances.

3. ELIGIBILITY

- 3.1 Staff of ETBI are eligible to be considered for compassionate leave upon the commencement of their employment.

4. PROCEDURE

- 4.1 Compassionate leave is granted at the time of bereavement to facilitate the staff member with paid time off work. Compassionate leave is provided in the manner as set out below.
- Staff may be granted 5 working days in the case of a spouse, child, mother or father.

- Staff may be granted 3 working days in the case of other immediate relatives i.e., stepfather, stepmother, brother, stepbrother, half-brother, brother-in-law, sister, stepsister, half-sister, sister-in-law, father-in-law, mother-in-law, son in law, daughter-in-law, grandfather, grandmother; or grandchild: or similar immediate relative of a cohabiting partner.
 - Staff may be granted 1 working day in the case of an aunt, uncle, niece, or nephew.
- 4.3. Compassionate leave cannot be substituted for any form of leave, other than annual leave. If the bereavement occurs when an employee is on annual leave, the annual leave can be replaced with bereavement leave, and the annual leave restored.
- 4.4. With regard to part-time staff, the granting of compassionate leave and the amount of leave granted will depend on whether, or not the employee was scheduled to work for the period in question. Where a bereavement occurs during days when the employee is not normally scheduled to work, compassionate leave may not be granted retrospectively.

5. APPLYING FOR COMPASSIONATE LEAVE

- 5.1 Staff should request compassionate leave from their line manager, or their nominee, on the first day of the absence. Line manager will inform HR of the compassionate leave request. Human Resources will allocate the leave in Zoho People.
- 5.2 As soon as is practicable, the staff member should apply for compassionate leave through Zoho People. Alternatively, Human Resources may input the leave on Zoho People on behalf of the staff member.

- 5.3. Annual Leave may be taken by the staff member to extend time off during the bereavement period, subject to approval from the line manager.

6. RELEVANT SUPPORT

- 6.1 The line manager has the responsibility to establish and maintain reasonable and open communication with the bereaved staff member. In offering condolences, they should establish from the staff member what information is appropriate for sharing with other colleagues.
- 6.2 The line manager shall demonstrate flexibility and understanding in respect of work-related matters and the return to work by the bereaved staff member.
- 6.3. Upon request, Human Resources shall support the General Secretary and line managers in the management and compassionate leave and advise on the supports available to staff in such instances.
- 6.4. The resources of ETBI's Employees Assistant Programme (EAP) are available to provide support to all staff members. Details of this service are available on the ETBI HR Portal [HRPortal - Home \(sharepoint.com\)](#)
- 6.5. Compassionate leave is available to support staff on the death of a family member or relative. ETBI recognises that the bereavement process is personal to each employee. When considering an staff member's request for additional time off work, the line manager will take account of all the circumstances and will explore with the staff member whether other solutions such as annual leave or temporarily reducing contracted hours of work may help. For longer periods of leave (over a month), it may be more appropriate to consider whether another form of leave might apply.

7. REVIEW OF POLICY

- 7.1 There will be a review of this policy following two full years after its introduction or earlier if deemed necessary by ETBI.

