

COMPASSIONATE LEAVE



1. Introduction:

Compassionate Leave is intended to provide paid leave in the event of the death of an employee's immediate family member.

2. Entitlement:

Employees are entitled to paid Compassionate Leave in the event of the death of an immediate relative, see guidelines below:

Spouse (including cohabiting partner)	20 days
Child (including adopted child)	20 days
Mother / Step-Mother	5 days
Father / Step-Father	5 days
Brother / Step-Brother / Half-Brother	5 days
Sister / Step-Sister / Half-Sister	5 days
Brother-in-Law / Sister-in-law	5 days
Father-in-law / Mother-In-Law	5 days
Son-in-law / Daughter-In-Law	5 days
Grandmother / Grandfather	5 days
Grandchild	5 days
Immediate relative of a cohabiting partner (all the above are considered immediate relatives)	5 days
Aunt / Uncle	1 day
Aunt / Uncle	5 days
Niece / Nephew	1 day
Pre-Natal Death/Stillbirth of a child after 24 weeks pregnancy	10 days granted to the father of the child. 10 days granted to the spouse/civil partner/ cohabitant of the mother of the child. 10 days granted to the parent of the child where the child is donor-conceived.

3. Procedure:

By its nature, Compassionate Leave cannot be notified in advance. However, as soon as is practical, employees should notify the Human Resources Department and their manager of their absence by using the [online Cognito form](#) if possible.

It is the policy of the University, where possible, to notify all staff, by way of an email, of the funeral arrangements of an employee's immediate relative. If you do not wish to have this information circulated to staff, please advise the Human Resources Department at the time of the Compassionate Leave notification.

4. Queries:

Contact: Employee Relations Office, Human Resources Department
Email: hrpmss.wd@setu.ie / hracad.wd@setu.ie
Phone: (051) 302050