Policy Name:	**Compassionate Leave**		
Policy Number:	**2.03**	**Date:**	**February 2023**

POLICY STATEMENT:

JC Steele recognises and appreciates that from time to time employees will be affected by serious illness or death of an immediate family member. JC Steele provides two (2) days of paid leave for permanent full-time and part time (pro-rata) employees for each occasion when a member of the employee's immediate family or household:

- contracts or develops a personal illness that poses a serious threat to his or her life;
- sustains a personal injury that poses a serious threat to his or her life; or
- passes away.

A member of an employee's immediate family includes:

- a spouse, child, parent, grandparent, grandchild or sibling of the employee; or
- a child, parent, grandparent, grandchild or sibling of a spouse of the employee.

Where the employee requires leave for the illness or death of someone outside their immediate family, accrued time in lieu, accrued annual leave or leave without pay may be used, with the Managing Director's approval.

Casual employees are entitled to unpaid compassionate leave, up to a maximum of two (2) days per occasion, when required.

PROCEDURES:

a. All employees who feel they should be considered for paid compassionate leave must complete and submit a Leave Request Form to their manager. This request should include the details of the situation and the number of days required. JC Steele may require the provision of appropriate evidence to support a request for compassionate leave to confirm entitlement.

b. The manager will consider the request and advise approval or otherwise as soon as possible.

c. Employees who suffer a death in the immediate family will be granted up to two (2) days paid leave of absence to handle the necessary family details and to attend the funeral.

d. Any employees who are notified of a death in their immediate family while at work, and leave early, will be paid for the hours not worked. These hours will count toward the two (2) days paid leave of absence