



HUMBERSIDE FIRE AND RESCUE SERVICE

People & Development

Compassionate Leave Policy

Owner	Executive Director of People & Development
Responsible Person	Head of Human Resources
Date Written	August 2024
Date of Last Review	July 2025
Date of next review	August 2027
EIA Completed	August 2024



What we must
do well



How we support our
communities



We value and support
the people we employ



We efficiently manage
the Service

CONTENTS

1. Introduction
 - Core Code of Ethics
 - National Guidance
2. Equality and Inclusion
3. Aim and Objectives
4. Associated Documents
 - Equality Impact Analysis
 - Legal References
 - National Guidance
5. Definitions
6. Entitlement to Compassionate Leave
 - Bereavement
 - Other Circumstances
7. Requesting Compassionate Leave
8. Support
9. Data Protection

1. INTRODUCTION

This policy sets out the rights of employees to compassionate leave. This leave enables employees to take time off to manage their emotional wellbeing and make necessary arrangements during challenging or difficult times. This policy does not apply in cases of domestic emergency and does not affect an employee's statutory right to take time off for dependants or parental bereavement leave. The policy does not form part of an individual's contract of employment and Humberside Fire & Rescue Service (HFRS) reserves the right to amend it at any time.

This policy applies to individuals employed by HFRS. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

Core Code of Ethics

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do; therefore, those principles are reflected in this Policy.

National Guidance

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

2. EQUALITY & INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services or in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

3. AIM AND OBJECTIVES

The purpose of this policy is to support and help employees come to terms with immediate impacts of serious or significant issues such as the death of a loved one or a critical illness or injury involving an immediate family member. Unless there is an overlap with this policy, any time off granted as compassionate leave is in addition to the time off available under the statutory right.

The Service is a caring and supportive employer and will make every effort to provide this type of leave. However, beyond the parameters of this policy, individuals are also afforded flexibility to explore other options for time off in accordance with their duty systems, such as flexi-time, duty exchanges, leave exchanges, etc.

4. ASSOCIATED DOCUMENTS

- [Equality Impact Analysis](#)
- Legal References
 - Equality Act 2010
- [Carer's Leave Policy](#)
- [Domestic Emergencies Policy](#)
- [Parental Bereavement Leave Policy](#)
- [Time Off for Dependants Policy](#)
- [Data Protection Policy](#)

5. DEFINITIONS

"Immediate family member" in this policy, means the employee's spouse, civil partner, partner, parent, child, sibling, grandparent or grandchild or someone who has acted in a parental capacity and lived with the employee.

6. ENTITLEMENT TO COMPASSIONATE LEAVE

Individuals may be granted up to five days paid compassionate leave in any 12-month period.

Bereavement

In the event of the death of an immediate family member, each case will be viewed sympathetically, and the amount of leave granted will depend on the individual's circumstances. Relevant factors that will be considered include the employee's relationship with the deceased, domestic responsibilities and travel requirements.

In the case of the death of another close relative (for example an aunt, uncle, cousin or parent-in-law, or a close friend), an individual may be granted unpaid leave to attend the funeral.

Other Circumstances

Compassionate leave would also apply in the event of a critical illness or injury of an immediate family member.

Each case will be viewed sympathetically, and the amount of leave granted will depend on the individual's circumstances. Relevant factors that will be considered include the nature of the illness or injury and, if applicable, the closeness of the relationship.

7. REQUESTING COMPASSIONATE LEAVE

An individual should inform their line manager and Human Resources (HR) of the need to take compassionate leave as soon as is reasonably practicable or, at the latest, on the first day on which they are to be absent. The amount of compassionate leave will be approved by the Head of Function to ensure consistency of application.

If further leave is required, annual leave should be requested in the usual way.

8. SUPPORT

The Service recognises that dealing with a bereavement, a critical illness or injury of an immediate family member can be amongst the biggest challenges of an individual's life, and it will look to support them during this time. An individual can access support from their line manager, their HR Service Partner, the Service's Wellbeing Manager and the Occupational Health team.

Help and support is also available through the Service's [CiC Individual Assistance Programme](#).

9. DATA PROTECTION

When dealing with compassionate leave, we will process any personal data collected in accordance with our [Data Protection Policy](#). We will record only the personal information required and retain the information in line with Service retention schedules.

**If you require further guidance / information relating to this document, please
contact Human Resources**