

Compassionate Leave Policy

At Kilmac Ltd we recognise that from time to time there may be a need for you to be away from work when you experience the loss or serious injury of an immediate family member.

Our Compassionate/Bereavement Leave policy is intended to help and support you at what might be a difficult time of serious injury, death or the funeral of an immediate family member or close relative.

For the purpose of this policy, immediate family is defined as your spouse, civil partner, partner, parent, child, sibling or grandparent.

In the event of the serious illness or injury, or death of an immediate family member, you should contact your line manager to request compassionate leave. We would ask that you inform us of the need to take compassionate leave as soon as reasonably possible.

Each case will be viewed sympathetically and on an individual basis.

In the unfortunate circumstances that your child passes away, 'Jacks Law' will apply and you will have the right to 2 weeks' parental bereavement pay if:
the child dies under the age of 18, or
have a stillbirth from the 24th week of pregnancy onward.
you've worked for their employer for at least 26 weeks
you earn on average at least £118 per week (before tax)

The leave is paid at the Prescribed Rate which is set by the Government for the relevant tax year, or the Earnings-Related Rate if this is lower.

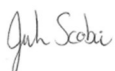
If compassionate leave is in respect of a close relative, who is not in your immediate family, you should discuss this request with your line manager to see if compassionate leave applies.

In the case of death of another close relative, who is not in your immediate family, for example an aunt, uncle, cousin or parent-in-law, or a close friend, you may request leave to attend the funeral.

There is no contractual entitlement to pay for absences relating to compassionate leave, except for when Jacks Law applies. Any payment of salary during compassionate leave is at our absolute discretion.

Please note that where you are entitled to take time off under the Time off for Dependents Policy, any time off granted as compassionate leave is in addition to any statutory Time off for Dependents (please also see our Time Off for Dependents Policy).

If you wish to take further leave than the compassionate leave you are granted, you should request annual leave in the usual way.

A handwritten signature in cursive script that reads 'Julie Scobie'.

Julie Scobie

Financial Director

2nd May 2023