

Diocese of Elphin – HR Policy Handbook

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Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.

This document outlines the Diocesan policy on Compassionate Leave. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).

Introduction

Compassionate leave is a paid leave of absence granted to staff members where time off is required in the event of a personal or family crisis or due to the death of a family member.

"The employer" will consider a staff member's request for certain periods of paid leave. There is no legal entitlement to compassionate leave and it is granted entirely at the discretion of the diocese.

Bereavement

In the event of the death of a spouse, daughter, son, parent, sister or brother, up to five days compassionate leave may be granted. In the event of the death of a mother/father-in-law, grandparent, grandchild, uncle/aunt, son/daughter-in-law, up to three days compassionate leave may be granted. Staff members must notify their manager/supervisor on the first day of absence. The above days must be taken consecutively.

Compassionate Leave

Compassionate leave is leave of absence granted where time off is required in the event of a personal or family crisis. It may be given on a formal or discretionary basis and special consideration will be given to the particular circumstances of the situation. There is no legal entitlement to compassionate leave and it is granted entirely at the discretion of "the employer"

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