**COMPASSIONATE LEAVE POLICY**

This template policy is intended to assist member businesses develop their own workplace policy. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contracting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

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# COMPASSIONATE LEAVE

Date of issue:

Policy Approved by:

Contact person:

## 1 PURPOSE

The purpose of this policy is to establish procedures and guidelines for employees who wish to take compassionate leave upon the death or serious illness or injury of an immediate family member.

## 2 APPLICATION

This policy applies to all employees of **[INSERT COMPANY NAME]**, including casual employees.

The policy is not intended to override the terms of any award, enterprise agreement or contract that applies to an employee.

## 3 DEFINITIONS

“Compassionate leave” is leave that can be taken in the event of the death or serious illness or injury of a member of the employee’s immediate family or household.

“Immediate family” means:

* spouse, de facto partner (including same-sex partner), child, parent, grandparent, grandchild or sibling of the employee; or
* a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee.

## 4 POLICY

**All employees (other than casual employees)**

Employees are entitled to two (2) days paid compassionate leave each occasion.

**Casual employees**

Casual employees will be granted two (2) days unpaid compassionate leave each occasion.

**Notice**

Employees must advise **[INSERT COMPANY NAME]** of the period of expected leave as soon as possible. **[INSERT COMPANY NAME]** may request evidence that an employee is entitled to leave.

## 5 POLICY REVIEW

**[INSERT COMPANY NAME]** may make changes to this policy from time to time to improve the effectiveness of its operation.

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

## I acknowledge:

## I have received, read and understood the policy

## I am required to comply with the policy; and

## There may be disciplinary consequences if I fail to comply, up to and including the termination of my employment.

Name: Signature:

Date: