

Garstang Town Council

Funeral Leave/Compassionate Leave Policy

Date of Review: 2025

Version Number	Purpose/Change	Author	Date
	Approved at Personnel Committee	E. Parry, Town Clerk	15/03/2023
	Awaiting approval at Full Council 19/6/2023	E. Parry, Town Clerk	
	Approved at Full Council	E. Parry, Town Clerk	19/06/2023

Compassionate leave is paid leave of up to a maximum of 5 days (pro-rata if you work part-time), which may be taken when a close relative i.e. mother, father, spouse, sister, brother, child or grandchild becomes seriously ill or dies.

If you need to request compassionate leave, you should talk to the Mayor and/or Chair of Personnel who will discuss what arrangements can be made to grant you compassionate leave. These arrangements will always be at the discretion of the Council and will depend on the circumstances of the case and the impact that any absence may have on the running of the Council.

However, the Council will be sympathetic to your need for time off (which may be paid or unpaid at our discretion) to deal with the situation and make any arrangements that may be necessary.

Up to one day of paid time off is also available to attend the funeral of a close family member.

'Jack's Law' entitles a parent who loses a child, or a baby after 24 weeks of pregnancy, to 10 days' paid leave (pro-rata if you are part-time) which can be taken as a single block, or two blocks of a week, any time within a year of the child's death.