



The Victoria Inn - Threemilestone  
The Victoria Inn - Roche  
The Norway Inn – Perranarworthal

**“A warm welcome with pub grub - at our tables or delivered to yours”**

## COMPASSIONATE LEAVE POLICY

### Policy

Inn Cornwall Limited recognises that there are occasions when individuals need to be supported when they have to cope with situations when their family circumstances have to take priority over work. In cases of close family bereavement, or serious family illness it may be necessary to take time off in addition to annual holiday entitlement. You may be granted appropriate time off work and payment at the discretion of the Company after careful and sympathetic consideration has been given to the circumstances surrounding the bereavement. Compassionate leave will normally be granted in accordance with the guidelines set out below.

It must be recognised that each case will be considered on its individual merits and the following factors will be taken into account:-

- the relationship between the employee and close relative
- the responsibility and involvement of the employee in any funeral arrangements
- the extent of any travel involved
- the employee’s general record
- business workload and business requirements.

### Compassionate leave guidelines

| Situation  | Typical leave granted   |
|--|---|
| Death of close relative, for example, parent/step parent/parent-in-law | 1-2 days to attend funeral and assist in legal/practical arrangements |
| Death of partner/civil partner/child                                   | 3-5 days to assist in funeral, legal or practical arrangements        |

Close relatives may be defined as one of the following:

Wife

Mother

Mother-in-law

Foster parent



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|                    |                    |               |                    |
|--------------------|--------------------|---------------|--------------------|
| Husband            | Father             | Father-in-law | Common law partner |
| Son                | Son-in-law         | Sister        | Sister-in-law      |
| Daughter           | Daughter-in-law    | Brother       | Brother-in-law     |
| Grandmother        | Grandmother-in-law | Grandchild    | Grandfather        |
| Grandfather-in-law |                    |               |                    |

In all cases, if further time is required the situation will be reviewed. You should discuss the request for compassionate leave with your Manager beforehand, or if that is not possible, at the earliest opportunity. Your Manager will sympathetically review each case, taking into account any funeral arrangements, and decide how much leave of absence to grant and whether any proportion of the absence may be paid.

If bereavement leave is granted unpaid, employees may elect to use their annual holiday entitlement. If compassionate leave is granted as paid leave, it will be paid at basic pay.

**Notification**

An employee who wishes to take time off for compassionate reasons must inform his or her Manager of the reasons for the absence as soon as is reasonably practicable.

*Policy updated March 2021*

*Mark Holden – Company Director*



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