

Policy name: Compassionate Leave

Revision 1 Approved:By RIAM Governing Body: 7th April 2022
Revision 1 Approved:By the Trinity Academic Council: 18th May 2022

1. Context

- 1.1 Compassionate Leave is intended to provide paid leave in the event of the death of an employee's immediate family member.

2. Purpose

- 2.1 The purpose of this policy is to provide details about the entitlements of employees of the Royal Irish Academy of Music, hereinafter referred to as RIAM or the Academy, to special leave not covered by statutory obligations or any other RIAM leave policies.

3. Scope

- 3.1 All employees of RIAM will be entitled to compassionate leave under this policy document. This includes, part time, full time, fixed term, agency and permanent staff. This policy applies to both academic and non-academic staff.

4. Policy

4.1 Compassionate Leave Entitlements

- 4.1.1 In the case of the death of an immediate family member (defined as a spouse, partner, child, grandparent, parent, guardian, sibling), the full time staff member will be granted up to a maximum of 5 days leave from date of bereavement, with pay, to be taken consecutively including rest days, Public Holidays and RIAM holidays. In the case of part time staff this will be pro-rated.
- 4.1.2 In the case of the death of a near relative (defined as a parent-in-law, sibling-in-law, cousin, aunt, uncle), the staff member will be granted up to a maximum of 2 days leave with pay from date of bereavement, to be taken consecutively including rest days, public holidays and RIAM holidays. In the case of part time staff this will be prorated.
- 4.1.3 A maximum of 1 working day may be given to a staff member to attend the funeral of a close friend or work colleague at the discretion of the manager.
- 4.1.4 If special circumstances exist which might warrant extra leave, the case, supported by a recommendation from the relevant line manager, should be referred to HR.
- 4.1.5 Compassionate Leave days in 4.1.1 and 4.1.2 should be taken consecutively.
- 4.1.6 The RIAM will provide a deputy to cover student lessons due to absence as a result of compassionate leave.

4.2 Application

- 4.2.1 An application for the leave arrangements detailed above should be made by contacting your line manager as soon as is reasonably practicable to outline your intention to take leave and the dates.

5. Responsibility

5.1 HR is responsible for overseeing this policy and its operational procedures.

6. Related Documents

6.1 [Citizen Information](#).

7. Document Control

Approved by RIAM Governing Body: 07/04/2022

Approved by Trinity Academic Council 18/05/2022.

Next review: Academic year 2024/2025