**Compassionate Leave Policy**

All employed Staff are entitled to take paid compassionate & bereavement leave of up to 5 days in any 12 month period, in the event of hospital appointments, serious illness or death of an immediate family member.

It is preferable for hospital appointments to be made during holiday time, if possible. Requests to attend hospital appointments during work time will need to be backed up by showing the Manager the hospital appointment letter.

This policy was reviewed by Kingfisher Kindergarten Ltd

On 11th November 2018

Date to be reviewed annually

Signed on behalf of the provider

Name of signatory La-Ryne Baker

Role of signatory Owner