

Malden Oaks



Investing in success

Dukes Centre
Dukes Avenue
Kingston KT2 5QY
www.maldenoaks.org

020 8547 6711
020 8547 6660

Compassionate leave

All permanent staff, regardless of their length of service, are entitled to take compassionate leave to attend the funeral of a family member.

Staff are normally granted one day to attend the funeral, or up to a maximum of three days for extended travel or where an employee has to make the funeral arrangements.

If you need to provide care following a death in the family or to handle the affairs of a dependant who has died (e.g. attend an inquest or deal with probate), you can apply separately for dependency leave.

Booking compassionate leave

Let your manager know about the funeral as soon as you can. If necessary, you can do this from home.