



# Compassionate Leave

The following policy applies to employees of the Central Academic Bodies and central activities of the University of London (the "central University") and University staff deployed to Health Education England.

## 1.1

Heads of Divisions are able to grant leave, on a paid or unpaid basis, for a period of up to five working days on compassionate grounds, for example, in the event of a death in the family.

## 1.2

Cases should be considered on their merits and leave granted on a fair and consistent basis. The granting of compassionate leave, whether on a paid or unpaid basis, must be shared with Human Resources for the employee's records.