



# Compassionate Leave Policy

## Policy Statement

Fife Council is committed to being a good employer and to developing people and family friendly employment policies. This approach not only allows employees to balance their personal and working lives but also helps us to maintain employees productivity, loyalty and motivation.

In keeping with this, we recognise that from time to time, employees lives outside of work may necessitate some form of support from the council. Strong consideration will therefore be given to allowing employees access, where appropriate, to Compassionate Leave which will normally be for up to 5 paid working days. Any extension beyond 5 days may result in the leave being unpaid.

### Scope

This policy applies to all Chief Officers, Single Status and Craft employees.

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