

Lancashire Global Education Centre

Guidelines for granting Compassionate Leave

Adopted by the LGEC management committee at the meeting on 7th October 2002

LGEC staff may be granted compassionate leave at the discretion of the co-ordinator up to the following limits:

Illness of parent / spouse / son / daughter (Where staff member needs to care for the relative who is ill)	5 days
Funerals (for relatives) (up to an additional 2 days may be granted if necessary because of travelling distance)	1 day
Acting as personal representative of deceased (In addition to funeral)	4 days

Any requests for compassionate leave in addition to this may be granted at the discretion of the management committee or sub-committee / representative as appropriate.