
Southern Rock Adventures Ltd

Compassionate leave policy

Effective from 17 October 2008

Compassionate leave policy

1 General policy

1.1 Southern Rock Adventures Ltd ("Southern Rock Adventures Ltd") will permit you to take reasonable time off during working hours where it is necessary in the following situations:

- 1.1.1 to provide assistance when a dependant falls ill, gives birth or is injured or assaulted;
- 1.1.2 to make longer term care arrangements for a dependant who is ill or injured;
- 1.1.3 to deal with the death of a dependant;
- 1.1.4 to deal with an unexpected disruption or breakdown of care arrangements for a dependant; or
- 1.1.5 to deal with an unexpected incident involving your child during school hours.

2 Pay

2.1 Time off for this purpose will be paid at the rate of 10% for a maximum of 10 days in any 12-month period. Any additional days will be unpaid.

3 Who are dependants?

3.1 A 'dependant' can be your spouse, civil partner, child, parent or someone who lives in the same household as you (other than as a tenant, lodger or boarder) and who depends on you for the provision of care.

4 Time off

4.1 Southern Rock Adventures Ltd has no set limit regarding the amount of time off which you can take at once for compassionate leave. However, as a general rule, one or two days should be sufficient to cope with most emergencies. If you can deal with a situation and return to work within the same day, you are encouraged to do so.

5 Giving notice to Southern Rock Adventures Ltd

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- 5.1 Wherever possible, requests for time off should be in writing to Mr. Mark Rhodes and preferably in advance.
 - 5.2 Giving misleading or false information to get compassionate leave is a serious matter and will be treated by Southern Rock Adventures Ltd as a disciplinary matter which may, in certain circumstances, constitute gross misconduct.