

# Compassionate Leave Guideline

This resource provides answers to common questions about what leave you're entitled to if a loved one dies or suffers a serious illness or injury ('compassionate leave').

## What is it?

This resource will help you find answers to common questions about compassionate leave, so we can help support you at this difficult time.

## Who is this for?

All employees of RMIT University.

### 1. What is compassionate leave?

Compassionate leave is a type of leave we provide to support you:

a) if a relevant person in your life:

- contracts or develops a personal illness, or sustains an injury that poses a serious threat to their life; or
- dies.

b) in the case of you or your partner experiencing a miscarriage or stillbirth.

We have included further explanation about who a 'relevant person' is, below.

### 2. Am I entitled to compassionate leave?

If you're a continuing or fixed-term employee covered by this policy, then you're entitled to paid compassionate leave when a relevant person dies or is seriously ill or injured. If you're a casual employee, you're entitled to unpaid compassionate leave when a relevant person dies or is seriously ill or injured.

### 3. How much compassionate leave do I get?

If you're a continuing or fixed term employee, you are entitled to 3 days of paid compassionate leave each time a relevant person dies or is seriously ill or injured.

If you're a casual employee you're entitled to two days of unpaid leave on each occasion a relevant person dies or is seriously ill or injured. The leave does not need to be taken as consecutive days.

### 4. How do I go about taking compassionate leave?

You should advise your manager of your need to take compassionate leave as soon as possible and enter the leave in the University's leave system.

## 5. Do I have to provide any evidence to take compassionate leave?

We know this is a difficult time. Evidence will usually need to be provided. Check the enterprise agreement that applies to your employment for more detail about providing evidence of your entitlement to compassionate leave.

## 6. Who is a 'relevant person'?

Your enterprise agreement will provide a definition of a relevant person although the definition below is broader and should be used in addition to the one found in your enterprise agreement.

A 'relevant person' means, a member of the employee's immediate family or household.

A 'member of an employee's immediate family' means their partner, child, parent, grandparent, grandchild, sibling or child, parent, grandparent, grandchild or sibling of the employee's partner. The definition includes step-relatives (such as step-parents and step-children) and is inclusive of rainbow families and staff who identify as LGBTQ+.

For Aboriginal and Torres Strait Islander employees, a member of their immediate family also includes a person with whom they have a kinship relationship.

## 7. More information

Please also check your relevant enterprise agreement for details.

- You can link to your agreement [here](#).
- You can apply for leave [here](#).
- You can find contact details for HR [here](#).

## Document history

Version	Effective date	Authority	Author
V2.0	11 <sup>th</sup> May 2021	Leave and Public Holidays Policy	Director, Policy & Workplace Relations
V3.0	20 <sup>th</sup> April 2022		