

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
- passes away.

b) in the case of you or your current spouse or de facto partner experiences 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 in the circumstances set out at point 1 above. If you're a casual employee, you're entitled to unpaid compassionate leave in these circumstances.

3. How much compassionate leave do I get?

If you're a continuing or fixed term employee, you are entitled to up to 3 days of paid compassionate leave for each occasion.

If you're a casual employee you're entitled to up to two days of unpaid leave on each occasion.

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 th May 2021	Leave and Public Holidays Policy	Director, Policy & Workplace Relations
V3.0	20 th April 2022		
V4.0	29 November 2024	Leave and Public Holidays Policy	Principal Advisor, PWR