

Applicable to employees of the Central Academic Bodies and central activities of the University of London (the "central University") and University staff deployed to Health Education England.

#### 1.1

Heads of Divisions are able to grant leave, on a paid or unpaid basis, for a period of up to 5 working days on compassionate grounds, e.g. in the event of a death in the family.

#### 1.2

Cases should be considered on their merits and leave granted on a fair and consistent basis. The granting of compassionate leave, whether on a paid or unpaid basis, must be notified to Human Resources for their records.