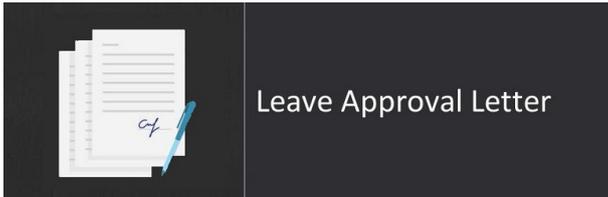


How to request for compassionate leave in your office

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At the outset, let us state that we hope you never have to apply for a [compassionate leave](#). However, the reality is that most of us, at some stage of our life, end up having to [request](#) for such leaves. This article is written to specifically help you in case of such an eventuality.



Before we get into the mechanics of applying for compassionate leave, let us first understand what is compassionate leave. It is leave granted to an employee upon death of an immediate family member only, which implies spouse, parents and siblings. In most organizations, compassionate leave is not granted for death of any other relative, including grandparents and in-laws. There may be some exceptions, though.

The number of days of leave also varies from organisation to organisation, with the minimum being a day and the maximum being a week. Usually, any leave more than the stipulated maximum provided by the organisation, will be deducted from other types of leave that an employee accrues.

With that preamble, let us look at the actual writing of a letter (or e-mail, these days) requesting for compassionate leave. There are three key aspects that

1. Address the communication to your immediate boss, who is the most likely person to approve any leave. Ensure that you are keeping other concerned people such as your HR manager or HR officer in the loop.
2. Clearly specify the reason for your application for leave and the number of days of leave you are requesting for.
3. Thank the organisation for considering your request favorably.

Here is a sample of an application for compassionate leave that you could use. Simply fill out the relevant portions as applicable to you.

Dear <name of manager>

It is with deep sadness that I have to inform you of the death of my [mention relation] on [provide date] at [mention the location where the death happened].

I will need to depart immediately to attend the several rituals and funeral-related responsibilities. May I therefore request you to kindly grant me compassionate leave from [date when you start your leave] until [last date of leave]?

I shall greatly appreciate your kind and favorable consideration of my request. I deeply regret the inconvenience caused due to my absence under these unforeseen circumstances.

Thanking you

Yours sincerely

Your name



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-By Chander Madan

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