



# Do you need time off for **Sorry Business**?

## ? Who?

All workers can take compassionate leave. If your Sorry Business involves someone who is not an immediate family or household member you can't get compassionate leave, but you should still talk to your boss about taking time off work. Your boss might agree to give you paid leave or there might be other types of leave you can take.

## 🗨️ What?

If you need time off work for Sorry Business, you might be able to take compassionate leave.

The law says that your boss must let you take compassionate leave when someone in your immediate family or household dies or has a life threatening illness or injury.

Immediate family is your:

- spouse (husband or wife)
- de facto partner
- child
- parent
- grandparent
- grandchild
- sibling
- child, parent, grandparent, grandchild or sibling of the worker's spouse or de facto partner.

You can take compassionate leave for other relatives (e.g. cousins, aunts and uncles) if they are a member of your household, or if your boss agrees.

Your boss can ask for evidence about the reason for compassionate leave. If you don't give evidence you might not get compassionate leave.

## L How much?

You can take 2 days of compassionate leave each time you need it. If you are a full-time or part-time worker, you will get paid for these 2 days. If you are a casual worker, you will not get paid.

Talk to your boss if you need more time off work for Sorry Business.

## ? What can you do?

- **Find out about what leave or time off you can take.** You might get compassionate leave, annual leave, sick/carer's leave, leave in advance, unpaid leave or time off in lieu. Depending on what sort of work you do, you might be able to take unpaid ceremonial leave for Sorry Business
- **Let your boss know** as soon as you can if you need time off work
- **Give your boss as much information as you can** about why you need time off work and be clear about how much time you need
- **Talk to your boss** and agree about what works best for both of you
- **Let your boss know** if anything happens that will change how much time off work you need.



## Tip to remember

If you need help talking to your boss, you can do our 'Difficult conversations in the workplace - employee course' at [www.fairwork.gov.au/learning](http://www.fairwork.gov.au/learning).

You can also talk with someone from a community organisation or community legal centre, an HR officer, an Indigenous liaison or employment officer, or union representative.

For more information about compassionate leave you can go to [www.fairwork.gov.au/leave](http://www.fairwork.gov.au/leave).

You can also call **13 13 94** to talk to one of our Infoline advisers.