

Extended Family Crisis Leave

Subject: Request for Compassionate Leave - Family Crisis

Dear [Manager's Name] and HR Team,

I am writing to request compassionate leave due to an urgent family crisis that requires my immediate presence and involvement. My elderly parents, who live in [location], are facing a serious situation that necessitates my support and coordination of care.

Specifically, my [father/mother] has suffered a severe stroke and requires immediate placement in specialized care, while my other parent is unable to manage alone. As the primary family member able to assist, I need to travel to [location] to arrange medical care, coordinate with healthcare providers, manage legal and financial matters, and ensure their safety and wellbeing.

I am requesting leave from [start date] for an initial period of [number] weeks. Given the complexity of the situation, I may need to request an extension, and I commit to providing regular updates on my expected return date.

To minimize disruption, I have taken the following steps:

- Completed all deliverables due during my absence
- Created detailed handover documentation for ongoing projects
- Briefed [colleague names] on critical responsibilities
- Set up email auto-responder with alternative contacts
- Arranged for [colleague] to attend scheduled meetings on my behalf

I understand this creates challenges for the team and appreciate your flexibility. I am willing to discuss options such as unpaid leave if my absence extends beyond available paid leave entitlements.

I will provide any required documentation and remain available via phone for genuinely urgent matters, though my response time may be delayed.

Thank you for your understanding and support during this extremely difficult time.

Sincerely,

[Your Name]

[Position]

[Department]

[Contact Number]

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