



Bereavement Leave Policy

Date	6th April 2017
Reviewed	19th July 2018
Date of next review	19th July 2019

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Purpose

Bereavement leave is designed to help an employee cope with the death of a close relative, to deal with necessary arrangements and attend their funeral.

Entitlement

Employees are entitled to take [paid] bereavement leave at the discretion of their line manager in the event of the death of a spouse or partner, child, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister, or brother or sister-in-law.

We may exercise our discretion to grant [paid] bereavement leave in the event of the death of any other relative or close friend, depending on the circumstances of each case.

An employee who is unable to return to work following a period of bereavement leave should contact their line manager. It may be appropriate to take a period of sickness absence, annual leave or unpaid leave in those circumstances.

Requesting Bereavement Leave

We recognise that it may not always be possible to request bereavement leave in advance. However, where it is possible, you should make a request to your line manager. You should tell them the reasons for your request and the number of days leave you would like to take.

Where it is not possible to request leave in advance you should contact your line manager as soon as possible to tell them the reason for your absence and the number of days you will be absent.

In exceptional circumstances we may have to refuse a request for bereavement leave. If so your line manager will give you a written explanation for the refusal. If you are dissatisfied with this decision you may make a complaint under our Grievance Procedure within 28 days of receipt of the written reasons for the refusal.

Bereavement leave policy checklist

A comprehensive policy should:

1. outline the purpose of bereavement leave; ✓
2. acknowledge that each case will be different and that the policy sets out guidelines only; ✓
3. explain who compassionate leave will normally be available to; ✓
4. explain how much paid/unpaid compassionate leave will normally be available; ✗
5. show what other types of leave and return-to-work arrangements are available/open for discussion; ✗
6. set out notification procedures; ✓
7. explain what other support is available (eg counselling or useful helplines); ✗
8. refer to other relevant procedures (eg health and safety capability and equality and diversity policies); ✗
10. set out record-keeping procedures. ✗