



Bereavement Leave Policy

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Purpose

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

Entitlement

Employees are entitled to take up to 5 days including the funeral (pro rata) 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.

Employees are entitled to take up to 3 days including the funeral (pro rata) paid bereavement leave at the discretion of their line manager 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 bereavement 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.