Type company name here to auto-populate document

# [Company]

# Bereavement Leave Policy

### Introduction

This policy sets out the Company’s position in relation to bereavement leave, details what employees are entitled to and how they should go about requesting this leave.

This policy excludes arrangements for statutory parental bereavement leave and pay which is covered by a separate policy.

This policy applies to all employees of [Company] but excludes other workers or contractors providing a service to the Company. It is non-contractual and may be amended by the Company from time to time at its absolute discretion.

Unless specifically agreed otherwise by the Company, all bereavement leave is unpaid. The Company at its discretion may agree to allow the employee to take paid annual leave or in exceptional circumstances other unpaid leave of absence if bereavement leave is insufficient.

### Bereavement Leave \*\*N.B. numbers in red can be varied dependant on employers preference\*\*

Bereavement leave is a set period of time off work following the death primarily of a family member or in some circumstances of a loved one outside the immediate family circle. The time off allows the employee to undertake any necessary practical arrangements to deal with the death and to start the grieving process.

Bereavement leave is unpaid leave granted for a period of 3 days on the death of an immediate relative. That is a spouse, civil partner or co-habiting partner, parent, sibling or grand-child. Line managers have discretion to interpret this flexibility, so for example it might include an aunt, grand-parent or other person who had been a carer to the employee when growing up. Leave days do not have to be taken consecutively.

A maximum of 1 days unpaid bereavement leave will be granted on the death of any other family member not classed as an immediate relative to allow attendance at the funeral. This may, at the discretion of the employees line manager, be extended to also include a close non-family member.

Special leave and pay arrangements (Statutory Parental Bereavement Leave) are available to the parent or primary carer on the death of a child, or if a child is stillborn after 24 weeks of pregnancy. Details of how to access this leave are outlined in the Company’s ‘Parental Bereavement Leave and Pay Policy’.

The Company understands that in some circumstances, for example where the employee has responsibilities for funeral arrangements, for taking care of the deceased persons estate, needs to observe particular religious or cultural practices or may have to travel out of the country for the funeral that bereavement leave may not be sufficient. Therefore, the employee may apply to use annual leave at short notice in addition to bereavement leave. The Company will also grant a up to maximum of an additional 5 days unpaid leave to be taken at the discretion of line management.

[Company] will be sensitive to the employees needs to observe any particular religious or cultural practice including the need to travel abroad or to be off work at a particular time.

Employees should inform their line manager as soon as possible about their request for bereavement leave. However, in the event of a sudden death where urgent time off is required, employees must contact their line manager immediately, explain the situation to them and agree the appropriate length of bereavement leave.

Before, or if not possible, on return from bereavement leave the employee must complete the form at Appendix 1: ‘Request for Bereavement Leave’. This will be used to adjust their salary and will be held on their leave record.

The Company will try to accommodate all reasonable requests for bereavement leave and requests will be considered sympathetically on a case-by-case basis. However, employees should be aware that some leave requests may have to be refused because of the needs of the business or the undue workload pressures it would place on colleagues. In those circumstances, any unauthorised absences taken in place of approved leave may warrant investigation and disciplinary action up to and including dismissal under the Company’s disciplinary policy.

An employee with any concerns about the impact of the bereavement impacting on their work performance should discuss this in confidence with their line manager. This is to ensure that the employee is fully supported on their return to the full range of duties and responsibilities that they had prior to the bereavement, or that their duties and responsibilities are temporarily adjusted to give them time to recover from the bereavement.

# Appendix 1 - Request for Bereavement Leave

You should complete this form if you wish to request a period of unpaid Bereavement Leave under the terms of the Company’s Bereavement Leave Policy and submit it to your line manager.

|  |  |
| --- | --- |
| Name of Employee |  |
| Job Title |  |
| Relationship to the deceased person |  |
| Requested dates for bereavement leave(these need not be together)Up to 3 days for immediate relative.Up to 1 day for family member (but not immediate relative) or close friend. |  |
| Do you want to request paid annual leave around this bereavement? If so what dates? |  |
| Do you want to request further unpaid leave for this bereavement (up to a maximum of 5 days)? If so what dates? |  |

Give details of the reasons for your request:

|  |
| --- |
|  |

[ ]  I confirm that all the information above is accurate and true to the best of my knowledge.

[ ]  I understand that bereavement leave is unpaid and that I will not be paid for the time I am on such leave.

[ ]  I understand that all bereavement leave is granted purely at the discretion of [Company] and that some or all of this request may be refused.

[ ]  I understand that any unauthorised absences taken in place of approved leave may warrant investigation and disciplinary action up to and including dismissal under the Company’s disciplinary policy.

Signed: (Employee)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_