

1. Purpose and Scopes

We acknowledge the personal nature of bereavement and grief. This policy applies to all employees and sets out how the organisation will support employees in practical and reasonable ways in the event of a bereavement.

2. Paid Leave

Bereavement leave is a type of paid leave that allows you time off to deal with personal distress and related practical arrangements, primarily, but not limited to, when a member of your family dies.

We acknowledge that bereavement impacts all individuals differently and the guidelines below are intended to show the minimum paid leave you are entitled to in different circumstances.

We acknowledge that not all employees will need to take the full allowance, and some employees will need additional time, depending on their relationship with the person who has died and the circumstances of the death.

In the event of the death of an immediate relative, [...] working days paid / unpaid leave will be granted.

An immediate relative includes a spouse, civil partner or partner, parent, step- parent, sibling or a person with whom the employee is in a relationship of domestic dependency. Special arrangements are in place for the death of a child. Please refer to our Parental Bereavement Leave policy.

[...] days leave will be allowed on the death of a mother/father-in-law, grandparents, grandchildren, son/daughter-in-law.

[...] days of leave will be allowed on the death of an uncle/aunt to facilitate attendance at the funeral.

In exceptional circumstances, leave may be granted on the death of someone outside the immediate family. These circumstances would include (but are not limited to) situations where you are responsible for funeral arrangements or have to travel abroad to attend the funeral.

You should notify your line manager of your need to take leave as soon as possible or at latest on the first day of absence. In exceptional circumstances, applications for leave will be considered after the first day of absence. Line managers have the right to exercise discretion in exceptional circumstances as outlined above.

Leave days do not have to be taken consecutively.

3. Annual Leave

In the event of a bereavement, you will be able to take annual leave at short notice to supplement bereavement leave. Requests should be directed to your line manager.

If you suffer a family bereavement while on annual leave you can convert annual leave into bereavement leave and take annual leave at a future date.

4. Unpaid Leave

Unpaid leave on compassionate grounds may be granted after bereavement. You must consult your line manager before starting unpaid leave. The amount of unpaid leave will be at our discretion.

5. Return to Work

In certain circumstances a full return to work may not be possible for you following the death of an immediate relative – for example, when your grief is likely to impact your ability to perform your role or where new care arrangements for a dependent have to be sourced.

In such instances we will allow a phased return to work on a part-time or reduced hours basis where practicable. Alternative duties may also be considered. Any such arrangement would need to be agreed in advance by the line manager and subject to an agreed maximum number of days.

6. Employee Support

We acknowledge that bereavement leave is intended to support you in the immediate period around the death of a relative. However, the process of grief, the natural reaction and adjustment to loss and change may take a significant time and will be personal to you.

If you have concerns about the grieving process impacting on your work performance you should discuss this in confidence with either your line manager or another senior manager to ensure any necessary reasonable adjustments may be discussed and implemented.

You will be supported in returning to the full range of duties and responsibilities that you had prior to the bereavement. Duties and responsibilities may initially be adjusted (as necessary) with the prior agreement of line manager.

7. Health & Safety

Bereavement can have an impact on concentration, sleep, and decision-making.

Bereavement Policy

An assessment will be made on the impact of bereavement on you, your duties and responsibilities, and the context in which you are working.

If you are concerned about your ability to conduct your duties safely in the weeks following a bereavement you must discuss this with your line manager.

We reserve the right to request that you meet with an occupational health advisor before resuming full duties.

8. Culture and Diversity

We recognise different cultures respond to death in significantly different ways.

Line managers will check whether your religion or culture requires you to observe any practices or make special arrangements which would necessitate you being off work at a particular time. You should not assume your line manager is aware of any such requirements and you should draw this to your line manager's attention as soon as possible.

Line managers who are unsure of how to respond to a bereaved employee from a different culture should ask the bereaved employee or someone else from their cultural group about what is appropriate.

Policy Issue Date	Director Signature
17 th April 2025	