

Bereavement Leave Policy

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Bereavement Leave Policy

1. ABOUT THIS POLICY

1.1 This policy gives employee's the right to time off following the death of a family member or close friend.

1.2 This policy does not form part of any employee's contract of employment and we may amend it at any time.

1. AMOUNT OF PAID LEAVE GRANTED

2.1 In the event of the death of a child a maximum of two weeks paid leave will be granted.

2.2 Should further leave be required the line manager will explore other solutions such as annual leave, flexible working, temporary reduction in contracted hours or unpaid leave.

2.3 The employee should keep the line manager up to date regularly.

2.4 In the event of death of an immediate family member (parent, spouse, partner, child, grandparent/child, brother, sister) a maximum of five days paid leave will be granted.

2.5 In the event of the death of a close relative or friends two days paid leave will be granted

2.6 Heads of department have the discretion to grant extended periods of leave in special circumstances .

2.7 any further periods of leave will be unpaid or taken as holidays in line with the leave booking procedure