

Bereavement Leave Policy

Introduction

- 1.1 The Bereavement Leave Policy is intended for all employees regardless of employment status. There is no qualifying time period or service requirement.
- 1.2 The Town Council recognises that bereavement is an emotional matter and will treat all applications for bereavement leave with sensitivity.

2 Policy

- 2.1 Paid leave of absence of up to three days shall be granted by the Town Clerk in the case of any close relative of an employee where the employee is responsible for making funeral arrangements. Otherwise time off for attendance at a funeral of up to one day may be granted by the Town Clerk for any close relative.
- 2.2 The following list is not exhaustive; please contact the Town Clerk if further clarification is required.:
 - a. Maximum periods
Up to 3 days – where an employee is responsible for making the funeral arrangements.

Up to 1 day	
Wife	Grandmother
Husband	Grandfather
Daughter	Granddaughter
Son	Grandson
Sister	Half Sister
Brother	Half Brother
Adopted Daughter	Mother-in-Law
Adopted Son	Father-in-Law
Mother	Daughter-in-Law
Father	Son-in-Law
Stepdaughter	Aunt
Stepson	Uncle
Stepmother	Spouse’s Sister
Stepfather	Spouse’s Brother
 - b. No days will follow the day of the funeral.
 - c. Each employee will need to explain the circumstances to the Town Clerk so that the appropriate number of days can be allocated. In the case of the Town Clerk requiring bereavement leave he/she should discuss the circumstances with the Mayor, (or in his/her absence the Deputy Mayor).
 - d. The maximum of 3 days leave will only be given to the person making the funeral arrangements.

- 2.3 That where considered appropriate, the bereaved employee be offered the provision of counselling support.

3 Misuse of Bereavement Leave Policy

- 3.1 Any misuse of this policy will be dealt with under the Council's Disciplinary Procedures.

4 Complaints

- 4.1 If an employee has a complaint regarding the application of the Council's Bereavement Leave Policy this can be raised using the Council's Comments and Complaints Procedure.