

Bereavement Leave Policy

A) INTRODUCTION

We understand that going through bereavement can be a very sad and distressing time for employees and that individuals will be affected in different ways. The purpose of this policy is to ensure that employees who are going through bereavement know how to access the support available.

We aim to create an open and supportive workplace where managers and employees can discuss any issues associated with bereavement. This policy sets out the support the Company will offer employees in this situation and the process to request time off.

Please read our separate parental bereavement leave policy for information on time off and the support available if you are going through the loss of a child under the age of 18.

B) ENTITLEMENT

Employees are entitled to bereavement leave under this policy in the event of the loss of a:

- spouse or civil partner
- parent
- child (who is 18 or over)

We recognise that employees may experience bereavement if they are going through the loss of someone other than those set out above. In this situation, we encourage you to talk to your manager if you need support or time off. We cannot guarantee that requests for time off will be authorised in these circumstances, but your manager will use their discretion when considering your request and discuss the options available with you.

C) OUR RESPONSIBILITIES

Managers will maintain an open-door policy so that employees experiencing bereavement feel comfortable approaching them if they need support or time off. They will support you to talk about your current situation and will not make presumptions about how it is affecting you.

If you need additional support at any time, we encourage you to speak to line manager.

D) YOUR RESPONSIBILITIES

So that your manager can fully support you if you are going through bereavement, we encourage you to speak to your manager as soon as possible, who will treat the matter with complete confidence. Any requests for time off should be agreed in advance with your manager.

For your manager to implement the most beneficial support for you, we encourage you to be as open and forthcoming as possible. We understand that these discussions may be difficult and upsetting but would like to assure you that they will be met with sensitivity, empathy and care.

However, we recognise that this is a sensitive issue so if you don't feel comfortable discussing your situation with your manager, you are encouraged to speak with another senior member of staff, HR or line manager.

E) TIME OFF

You may take up to 2 days paid leave if you are going through bereavement, subject to a maximum of 2 bereavements during the course of your employment, to support you in the grieving process.

If you need time off in excess of this amount, you should speak to line manager who may agree this with you, taking into account your personal circumstances and the needs of the business. Options for time off may include taking unpaid leave, booking annual leave (which will be considered in accordance with our usual annual leave procedures) or taking banked time off in lieu.

In order to take this time off, you should give your manager as much notice as possible.

F) RETURN TO WORK

On your return to work, your manager will talk to you to discuss what adjustments can be implemented to support you.

Please rest assured that we will do everything reasonably possible to support you and ease your transition back to work.

G) TRAINING

We provide training to all our staff on bereavement and how they can ask for help or support their colleagues.

We ensure that all levels of management are trained on the effects of bereavement, how to hold discussions with employees who are experiencing bereavement and adjustments that can be made to an employee's role to remove or lessen any effects the employee is experiencing.

H) BULLYING AND HARASSMENT

There is an expectation on all employees to conduct themselves in a supportive, sensitive and open-minded manner towards colleagues. We maintain a zero-tolerance approach to bullying and harassment and will treat any and all complaints seriously. If you feel that you have been mistreated in any way by a colleague, customer, client or supplier because of matters related to bereavement, please speak to line manager.

SIGNATURE: _____ Employee

NAME: _____ Print

DATE: _____