



Bereavement

Purpose

The Council seeks to support employees when someone close to them dies. It recognises this is a difficult time and seeks to make sure that we treat employees' religious beliefs and cultures with respect. This policy and procedure sets out bereavement leave entitlement, how employees should apply for it and the support available to them. It also sets out the role of the line manager.

Document Control

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Author	
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Revised/updated	July 2013 – format only
Review required	



1. Policy application

- 1.1 This policy applies to all Council employees except those employed under the delegated powers of Governing bodies of community, voluntary controlled schools and trust schools. Governing bodies of these schools are strongly urged to adopt this policy for non-teaching staff within their delegated powers.

2. Principles

Bereavement leave entitlement

- 2.1 Bereavement leave is allowed when someone close to an employee has died. This would usually be a close relative, such as a grandparent, parent-in-law, partner or dependant. This may not be a blood relation, but could be, for example, a step-parent.
- 2.2 A dependant is the partner, husband, wife, child or parent of the employee. It also includes someone who lives in the same household as the employee. For example, this could be an elderly aunt or grandparent who lives in the household. It does not include tenants or boarders living in the family home or someone who lives in the household as an employee, such as a live-in housekeeper.
- 2.3 A child includes a baby who is stillborn for whom a funeral is held.
- 2.4 Where the death is of a more distant relative, employees should use annual leave or flexi-leave.
- 2.5 In the event of multiple deaths of dependants, for example following a car crash, an employee's request must be treated with extra sensitivity. The employee would be entitled to bereavement leave for each individual death.
- 2.6 When an employee has died in service, anyone wishing to attend the funeral should apply to their manager for authorised absence. Up to half a day or four hours is allowed with pay. Managers should consider these requests sympathetically.

Requesting bereavement leave

- 2.7 Employees should request bereavement leave by completing the bereavement leave application form and send it to their manager.
- 2.8 Employees must tell their manager as soon as possible, even if it may not be possible to complete a bereavement leave request form in advance of their absence from work. Requests must be considered quickly but, in any event, this must not prevent employees taking their bereavement leave entitlement.
- 2.9 Some religions have several ceremonies when someone dies. These can include a period of mourning or receiving condolences which certain close relatives may be required to attend. The funeral itself can vary in length and be followed by a burial or cremation. There may be a separate ceremony for cremation and another for the ashes. Some or the entire funeral may take place in another part of the UK or abroad. These details must be considered when deciding whether to approve requests for bereavement leave.

- 2.10 Bereavement leave is not dependent upon grade, length of service or whether the employee has already taken bereavement leave during the last 12 months.
- 2.11 Employees may suffer an initial emotional shock when someone close to them dies. They are entitled to one day's paid bereavement leave on the day **or** following day of the death if this is a working day.
- 2.12 All employees, including part-time workers, are entitled to one day's paid leave to attend the funeral of a close relative, partner or dependant when this takes place on a working day.
- 2.13 Full-time employees are also entitled to:
- two days' paid leave to arrange the funeral **or** deal with the affairs of the deceased
 - four days' paid leave to arrange the funeral **and** deal with the affairs of the deceased.

These days do not have to be consecutive. Employees working less than full time hours have a proportionate amount of bereavement leave entitlement.

- 2.14 If a full time employee requests more than the entitlement listed above then Directors, after considering the circumstances, may grant up to an **additional** five days' paid leave and up to 30 days' unpaid leave. Employees working less than full-time hours may request a proportionate amount of leave.
- 2.15 If an employee requests more than this, the Director of Human Resources may authorise bereavement leave in excess of this policy.

3. Support and guidance

A full description of the process including guidance, supportive information and documentation is on the intranet under Human Resources:

<https://iderby.derby.gov.uk/human-resources/wlb-and-leave/leave-and-time-off/bereavement-leave/>

4. Roles and responsibilities

The roles and responsibilities of key stakeholders are summarised in appendix 1.

Chief Executive & Directors	Managers	Employee	Human Resources
Every employee must use the procedure and guidance on iDerby			
Fairness and equality			
To ensure this policy is implemented in a fair, consistent and non-discriminatory manner.	To provide reasonable adjustments as required.	To notify managers of reasonable adjustments required.	Provide advice and guidance to managers and employees.
General operation of the scheme			
To ensure managers carry out their responsibilities.			Provide advice and guidance to managers and employees.