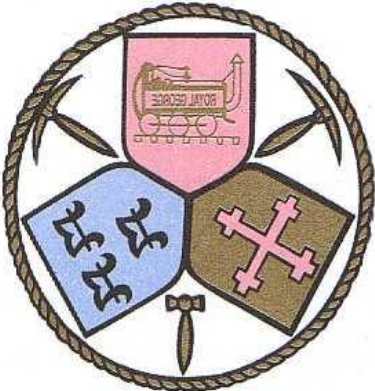


SHILDON TOWN COUNCIL



Bereavement Leave Policy

Policy Effective From	September 2020
Review Dates	

BEREAVEMENT LEAVE POLICY

1. Introduction

All employees of the Town Council, regardless of employment status are entitled to apply for bereavement leave.

The Town Council recognises that bereavement is an emotional matter and will treat all applications for bereavement leave with sensitivity.

2. Ordinary Bereavement Leave

In the event of the death of a close relative paid leave of absence of **up to three days** shall be granted by the Town Clerk where the employee is responsible for making funeral arrangements. This entitlement includes time off to attend the funeral. No days will follow the day of the funeral.

In all other cases paid leave of absence of **up to one day** shall be granted by the Town Clerk to attend the funeral of a close relative.

No days will follow the day of the funeral.

A close relative is defined as the following:

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

The above list of close relatives is not exhaustive; please contact the Town Clerk if further clarification is required.

Each request for leave will need to be judged on the circumstances of the case and the nature of the employee's relationship with the deceased. A manager may need to make enquires as to the relationship between the employee and the deceased or if the employee is the only relative to make the funeral arrangements.

3. Parental Bereavement Leave

Parents who suffer the death of a child under 18 years (or stillbirth from 24 weeks of pregnancy) are entitled to up to 2 weeks bereavement leave and pay, subject to qualifying conditions. If more than one child dies, the employee is entitled to the leave for each child.

All employees are entitled to 2 weeks leave, which can be taken in one block of 2 weeks or two blocks of 1 week each. The leave can be taken at any time within 56 weeks of the child's death.

An employee can cancel a request for leave by giving appropriate notice but cannot cancel any week of leave that has already begun.

For the purposes of this leave, a parent is considered to be:

- the child's parent;
- the child's natural parent who has lost their legal status as a parent following an adoption or parental order, but in whose favour a contact order has been made;
- A person with whom the child has been placed for adoption;
- An adopter with whom the child was living following the child's entry into the UK and who had received official notification in respect of the child;
- An intended parent of the child i.e. someone who had applied, or intended to apply, during the 6 months beginning with the day of the child's birth, for a parental order in respect of the child and who expected the court to make such an order;
- Someone who lived with the child, in the child's home, for the previous 4 weeks and had day to day responsibility for the child's care;
- The partner of any of the above, who was living in an enduring family relationship with that person and the child.

The employee should notify their manager as soon as practical of their request for bereavement leave, as well as the anticipated length of time off required. Where an employee is taking parental bereavement leave after 56 days of the child's death, at least 1 weeks' notice must be given.

3.1 Pay during parental bereavement leave

During the first week of parental bereavement leave, all employees will be granted up to 3 days leave at full pay (pro rata for part time employees).

For the remaining part of that week and the 2nd week, employees are entitled to be paid statutory parental bereavement pay if they meet the following conditions:

- Have at least 26 weeks continuous service with the council by the week before the child's death; and
- Have normal weekly earnings above the lower earnings limit.

Statutory parental bereavement pay is currently £151.20 per week (as of 1 April 2020) or 90% of earnings, if less than this.

4. Returning from Bereavement Leave

The employee's line manager should arrange an informal meeting with the employee on their return to work to discuss their welfare and any updates or issues arising from their period of leave.

Employees who are unable or find it difficult to return to work following bereavement leave should discuss this with their line manager and the possibility of taking any further period of absence as either annual leave or unpaid leave.