

## BEREAVEMENT LEAVE POLICY

### INTRODUCTION

Tayside Contracts recognises that it can be a difficult and distressing time following the death of a family member or close friend and we aim to support employees during these challenging times.

We understand that you may require time off to deal with a bereavement and/or attend a funeral and we aim to deal with all requests for bereavement leave as quickly and sympathetically as possible. This policy is designed to provide guidance on leave that can be requested by employees and approved by managers in the event of a bereavement.

### SCOPE OF POLICY

This policy applies to all employees working at all levels and grades within Tayside Contracts.

### LEAVE ENTITLEMENTS

We recognise that individuals deal with bereavement differently and that the nature of relationships is not prescriptive. Consequently the following is a guide and will not necessarily limit the discretion of managers:

Relationship	Bereavement Leave
<b>Close relative of the employee</b>	Up to a maximum of four days paid leave taking into account the individual circumstances of each case, such as the closeness of the relationship, whether the employee is responsible for the funeral arrangements, the location of the funeral, religious observances.
<b>Other relative of the employee or of their spouse or partner</b>	Up to a maximum of one day paid leave per occasion to attend the funeral.
<b>Close colleague or close friend</b>	Up to a maximum of one half day paid leave per occasion to attend the funeral.
<b>Friend, colleague or former colleague</b>	Up to a maximum of one half day <u>unpaid</u> leave per occasion to attend the funeral.

Reasonable attempts will be made to accommodate a request for Bereavement Leave. However, on rare occasions it may not be possible to accommodate a request for time off to attend the funeral of a friend, colleague or former colleague due to the risk of service failure.

The above leave entitlements are considered to be inclusive of any travel time necessary to attend the funeral.

It is not necessary for you to take the leave in consecutive days.

If you feel you are unable to return to work following a period of bereavement leave you should contact your line manager to discuss the possibility of taking annual leave or unpaid leave.

## **APPLYING FOR LEAVE**

At the earliest opportunity you should contact your line manager to notify them of your bereavement and your requirements for leave. You should also obtain and complete a Bereavement Leave Request form and submit this to your manager for processing. Your manager will discuss your requirements, consider your request and advise you whether your request has been approved. Your manager will then send the completed form to the Payroll Team for processing.

If you are unable to complete the Bereavement Leave Request form in advance of the leave, you should do it on your return to work. You must, however, obtain verbal approval from the relevant manager prior to your leave otherwise this may be considered unauthorised leave and will be unpaid.

Only managers with the authority to do so can authorise Bereavement Leave as per the HR and Payroll Related Expenditure Authorised Signatory List.

## **OTHER INFORMATION**

If your husband, wife or civil partner has died you may be able, subject to eligibility criteria, to receive a one off Bereavement Support Payment.

This is a payment from the Government, for further information contact the Bereavement Service helpline on 0345 606 0265 or visit the following web address <https://www.gov.uk/bereavement-support-payment>

Cruse Bereavement Care is a national charity offering support to anyone who has been bereaved. Services are free and confidential, for information and support contact 0845 600 2227 or visit the following web address [www.cruse.org.uk/bereavement-at-work](http://www.cruse.org.uk/bereavement-at-work).

## **POLICY VIOLATIONS**

Employees and/or managers who abuse the Bereavement Leave Policy may be investigated and have disciplinary action taken against them in accordance with Tayside Contracts' Disciplinary Policy.

## **RELATED POLICIES**

The Bereavement Leave Policy links to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Time off for Dependents Policy
- Request for Flexible Working Policy
- Annual Leave & Public Holiday Policy
- Sickness Absence Management Policy

The above list is not exhaustive.

## **POLICY REVIEW**

The Bereavement Leave Policy will be reviewed at three yearly intervals, or as required by legislative changes.

## **GENERAL DATA PROTECTION REGULATION**

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

**Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or [employment.policies@tayside-contracts.co.uk](mailto:employment.policies@tayside-contracts.co.uk)**

**If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or [angie.thompson@tayside-contracts.co.uk](mailto:angie.thompson@tayside-contracts.co.uk)**