



Bereavement Leave Policy

1 Introduction

1.1 Fleet Town Council gives consideration to the granting of paid bereavement leave in the sad event that an employee suffers the death of a close relative.

2 Eligibility

2.1 All employees are entitled to request bereavement leave, regardless of length of service. Leave is granted at the Clerk's discretion as outlined below.

3 Length of paid bereavement leave

3.1 The length of paid bereavement leave will be determined by the Clerk taking account of the circumstances and the rules stipulated below.

3.2 Following the death of a close relative listed in section 6.1, an employee will be granted up to three days paid leave, although this may be extended to up to five days at the Clerk's discretion.

3.3 Employees may be granted up to two days bereavement leave following the death of an immediate close relative not listed in section 6.1, subject to the Clerk's discretion.

4. Additional leave requirements

4.1 Where a member of staff requires leave in circumstances not outlined in section 3, the Clerk should be sympathetic to requests for annual leave or unpaid leave to cover other contingencies relating to bereavement.

4.2 If an employee requires further time off work in addition to the paid bereavement leave granted by their Clerk under section 3 above, then this should be taken as annual leave or unpaid leave (subject to the normal provisions of Fleet Town Council policy on such leave).

5. Notification of leave

5.1 Where bereavement leave is granted, this should be notified to the employee in writing by the Clerk.

6. Definitions

6.1 Fleet Town Council defines a close relative as follows:

- A child
- Parent
- Spouse or partner
- Next of kin or nominated next of kin
Sibling
- Parents-in-law, if the member of staff is responsible for the funeral arrangements.
- Grandparent
- Grandchild
- Step Parent or Step Sibling

7. Equality and Diversity

7.1 The procedures outlined here should be carried out with due regard to any equality and diversity issues.