

Bereavement & Compassionate Leave Policy



Change Control

Version	1
Date Approved by Board	June 2023
Author of Policy	Joanne Palmerino
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1. Purpose

The purpose of this policy is to set out Petty Pool's stance on employee entitlements to bereavement and/or compassionate leave. We appreciate at times employees will go through difficult situations in their personal life where they may need support from the organisation.

2. Definitions

- Immediate Family Member:-
a partner, parent, child, grandparent, sibling, or stepchild/parent.
- Wider Family Member:-
a grandparent, aunt, uncle, or other extended family member.

3. Bereavement of an Immediate Family member

- For all employees in the event of the death of an immediate/ wider family member, there will be an entitlement of up to 5 days' compassionate leave on full pay in any 12-month period.
- This leave is expected to be taken at the time of bereavement with the option to take one of the days for the funeral (which is usually at a later date).
- There may be occasions where it may be necessary for an employee to take compassionate leave. Again, this will be considered on a case-by-case basis and dependant on circumstances, may be paid or unpaid.
- An employee will not be eligible to receive paid bereavement or compassionate time-off while absent from work due to holiday, sickness (paid or unpaid) or for any other reason.

Other Compassionate Leave

In a situation regarding the death of someone other than an immediate or wider family member, manager's discretion will be used when granting any compassionate leave.

Requesting bereavement and/or compassionate leave

Often, circumstances will dictate that bereavement and/or compassionate leave will need to be requested unexpectedly by the employee. Employees should inform their line manager of their need as soon as possible.

The line manager will confirm both the amount of leave to be given and the payment arrangements in respect of this leave. The line manager is then responsible for informing the HR department of the employee's leave and payment arrangements.

Employees may request bereavement and/or compassion leave through Databridge, if it is not feasible for the employee to contact their line manager.

Appeals

If a request for bereavement and/or compassionate leave is refused, the employee may lodge an appeal in writing to the HR department. All appeals will be dealt with within a maximum of five working days.

Counselling and support

We would like to remind you that you have access to Education Support, our employee assistance programme.

We would like to encourage you to use it if you feel like you would like to talk to someone about any difficulties you are experiencing. The service can be accessed online at:

Online chat: Member Login : Workplace Options (powerflexweb.com).

Phone Number 08000 856 148

Username: worklifesupport

Password: support1

Making unfounded requests

If it is discovered that an employee has abused the policy by making false or inaccurate requests for bereavement and/or compassionate leave, this will be regarded as an act of misconduct, and disciplinary action may be taken.