

PATCHWAY TOWN COUNCIL



BEREAVEMENT LEAVE ALLOWANCE

The Council wish to assist employees to take time off work to balance their work and home life responsibilities, particularly where the employee has recently experienced a bereavement of a near relative.

Bereavement of Near Relative

Up to 5 days WITH PAY (including the funeral) at the discretion of the Clerk.

Does not need to be taken as consecutive days, however it should be taken in a reasonable timescale at or around the time of the bereavement.

Any additional time off required the employee will normally need to take annual leave or unpaid leave and this will be granted at the discretion of the Clerk.

In exceptional circumstances if the Clerk feels a longer bereavement leave allowance is justified then this will be granted at the discretion of the Clerk

- A Near Relative is defined as: - Husband, Wife, Partner, Mother, Father, Son, Daughter, Brother, Sister including 'in-law', step and half blood relatives or by adoption.
- This will also include any member of staff who holds power of attorney for the person who has died.

Funeral of Near Relative

Up to 1 day WITH PAY

- For the following relatives: - Great- Grandparent, Grandparent, Grandchild, including 'in law', step and half blood relatives or by adoption.

For any other funerals, annual leave or unpaid leave will need to be taken and this will be granted at the discretion of the Clerk.

Where the employee is representing the Council, this will be with pay.

Adopted: 18th October 2022

Review: October 2023