



Hail Weston Pre-School, The Village Hall, High Street, Hail Weston, Cambs. PE19 5JS, Tel: 01480 214574

BEREAVEMENT POLICY

Immediate Family Defined for Bereavement Leave:

The Pre-School gives consideration to the granting of paid bereavement leave in the sad event that an employee suffers the death of a close relative. Immediate family members are defined as an employee's spouse, civil partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Non-family Member Funeral Leave:

All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of a close, non-family member. This time off will be considered by the chairperson and leader on a case-by-case basis. The pay for time off at the chairperson and leaders discretion will be prorated for a part-time employee if the funeral occurs on scheduled work day. The leader should confirm that the date and time is recorded accurately. The Pre-School may require verification of the need for the leave.

1. Additional Time Off:

The Pre-School understands the deep impact that death can have on an individual or a family, therefore additional non-paid/paid time off may be granted. The employee may make arrangements with the Chairperson and Leader for additional days off in the instance of the death of an immediate family member. Additional unpaid/paid time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements.

2 Eligibility

All employees are entitled to request bereavement leave, regardless of length of service. Leave is granted at the Chairperson and Leader's discretion as outlined below. The Pre-School will not unreasonably refuse such requests.

3 Length of paid bereavement leave

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

3.2 Following the death of a close relative listed, an employee will be granted up to two weeks paid leave.

3.3 Employees may be granted up to two days bereavement leave following the death of an immediate close relative not listed, subject to the Chairperson and Leader discretion. These provisions are not intended to limit the Chairperson and Leader discretion and each request for such leave should be judged on the circumstances of the case. For instance, if an employee has been raised by their grandparents, a longer period of leave should be granted.

3.4 If an employee has to travel to the country where their family or relative lived, their manager may grant up to 2 weeks to a maximum of ten days paid bereavement leave. The Chairperson and Leader should consider cases individually according to the distance to be travelled and other relevant circumstances.

3.5 Where appropriate, an employee may be granted up to one day of paid bereavement leave to attend a funeral of a close friend or other relative.

4. Additional leave requirements

4.1 Where a member of staff requires leave in circumstances not outlined above in section 3, managers should be sympathetic to requests for 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 the Chairperson and Leader under section 3 above, then should be at Chairperson and Leader discretion.

5. Equality and Diversity

5.1 The procedures outlined here should be carried out with due regard to any diversity issues which may have affected either the original situation or the current process.

5.2 Where a diversity issue (e.g. a disability including chronic physical or mental health conditions) has been disclosed to the Pre-School, whether prior to the situation which triggered this process or during the process, the Chairperson and Leader co-ordinating the process is responsible for checking with the employee to determine their needs and for making the appropriate arrangements.

5.3 Employees who have not previously disclosed a diversity issue which may be relevant to this process are encouraged to do so, as early as possible, so that it can be taken into account.

This policy was adopted at a committee meeting of HAIL WESTON PRE-SCHOOL ACTIVITY GROUP

held on January 2020

Date to be reviewed: January 2021

Signed on behalf of the Management Committee:.

Lizzie Spear

Signatory:.....

Role of signatory: Chairperson

