



**Coxhoe Parish Council**  
**Bereavement and Compassionate**  
**Leave Policy**

## **Bereavement and Compassionate Leave Policy**

### **1. Introduction**

This policy replaces all previous policies, notes and minutes regarding bereavement and compassionate leave entitlement. It is intended for all employees regardless of employment status. There is no qualifying time period or service requirement.

The Parish Council recognises that bereavement is an emotional matter and will treat all applications for bereavement leave or compassionate leave with sensitivity and on an individual basis.

### **2. Policy**

2.1 Paid leave of absence of up to five working days shall be granted by the Clerk in the case of any close relative of an employee; otherwise time off for attendance at a funeral of up to one day may be granted at the Clerk's discretion for a relative.

2.2 Up to 5 days paid leave for a close relative, for example Spouse, Mother, Father, Daughter, Son, Grandchild.

2.3 Up to 3 days for example for Grandmother, Grandfather, Mother-in-Law, Father-in-law.

2.4 Each employee will need to explain the circumstances to the Clerk (or for the Clerk, the Chair and Vice Chair) and keep them informed should an extended period of leave be necessary.

2.5 In all circumstances, and in consultation with the Chair and Vice Chair, the Clerk is authorised to allow longer periods.

2.6 Requests for compassionate leave will be granted at the discretion of the Clerk (or for the Clerk, the Chair and Vice Chair). Where a situation requires an extended period of leave beyond five days, other options should be discussed including TOIL, Annual Leave and/or a period of unpaid leave. This discussion will be with the Clerk in consultation with the Chair and Vice Chair.

### **3. Parental Bereavement Leave**

The council will pay parental bereavement leave to employed parents and primary carers, including guardians and those who have adopted children, who have suffered the loss of a child under the age of 18. This entitlement also applies to parents who suffer a stillbirth after 24 weeks of pregnancy. In this instance, female employees will still be entitled to up to 52 weeks of maternity leave and/or pay, as will a mother who loses a child after it is born.

All employees are entitled to two weeks' unpaid bereavement leave. Parents and primary carers must have been employed for a continuous period of at least 26 weeks before the child's death are eligible for two weeks' paid parental bereavement leave, if they receive pay above the lower earning limit. Statutory parental bereavement pay is currently £151.20 per week (as of 6 April 2020) or 90% of earnings if less than this amount. The two weeks' leave can be taken either in one block of two weeks, or as two separate blocks of one week each. The leave must be taken within 56 weeks of the date of the child's death. An employee can cancel a request for leave by giving appropriate notice but cannot cancel any week of leave that has already begun.

#### **4. Misuse of Bereavement Leave Policy**

Any misuse of this policy will be dealt with under the Council's Capability and Disciplinary Procedures.

#### **5. Complaints**

If an employee has a complaint regarding the application of the Council's Bereavement Leave Policy, this can be raised using the Council's Grievance Procedure.