



Bereavement Leave Policy

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| Date Published | June 2016 |
| Version | 2 |
| Last Approved Date | April 2025 |
| Review Cycle | Triennial |
| Review Date | May 2028 |

“Learning together, to be the best we can be”

1. Rationale

1.1. Bereavement leave is intended to enable employees to attend to the necessary arrangements following bereavement. Paid leave of absence of up to five days (pro-rata for part-time employees, i.e. one contractual week) is granted for bereavement involving:

- husband, wife or partner;
- son, daughter or husband/wife/partner's son or daughter;
- father, mother or husband/wife/partner's father or mother;
- brother or sister.

1.2. 1 day's bereavement leave will be granted for the funeral of a grandparent.

1.3. The Trust recognises that there are potentially many different close relationships which should be recognised under bereavement leave provisions. This policy will be equally applied to employees in opposite and same sex relationships.

1.4. Staff should complete a form available from their school office/HR Team.

1.5. The appropriate number of days leave to be granted and arrangements about when they are to be taken should be arranged through discussion with your Line Manager or the Headteacher. Circumstances may arise where, for example, the funeral may take place sometime after the bereavement. In such cases it would be appropriate for an employee to take bereavement leave on non-consecutive days. However, bereavement leave is intended to be taken at or around the time of the bereavement/funeral.

1.6. The bereavement leave policy may be applied flexibly and in other cases of bereavement not covered here, special paid leave may be granted according to individual circumstances at the discretion of the Headteacher/Line Manager. Examples of bereavement not covered may include other relatives or friends where the employee is in the position of having had significant caring responsibilities or have been cared for by the deceased person e.g. grandparents responsible for the upbringing of the employee.

1.7. Employees have the right to 2 working weeks of parental bereavement leave if their child dies under the age of 18 or is stillborn after 24 weeks of pregnancy. The leave can be taken in the 56 weeks following the child's death and - if not taken immediately upon the event of a child's death -

should be discussed and agreed with a line manager. Whilst the government requires employers to only provide minimum statutory pay, the Trust commits to pay employees in full for this period.

- 1.8. Unpaid leave may also be granted where employees are requesting extended periods of absence to accommodate travel abroad relating to funeral arrangements. The Trust also recognises the requirements of different faith communities at the time of bereavement and requests for time off should be considered sympathetically.