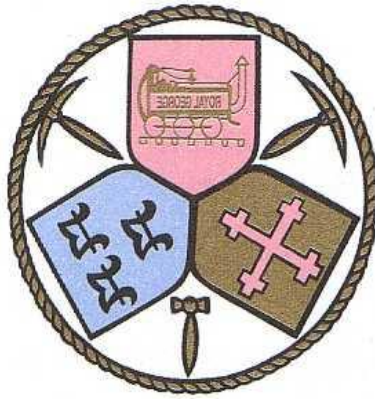


SHILDON TOWN COUNCIL



Bereavement Leave Policy

BEREAVEMENT LEAVE POLICY

Introduction

- 1.1 This policy is intended for all employees regardless of employment status. There is no qualifying period or service requirement.
- 1.2 The Town Council recognises that bereavement is an emotional matter and will treat all applications for bereavement leave with sensitivity.

Policy

2.1 Paid leave of absence of up to three days shall be granted by the Town Clerk in the case of any close relative of an employee where the employee is responsible for making funeral arrangements. Otherwise time off for attendance at a funeral of up to one day may be granted by the Town Clerk for any close relative. The following list is not exhaustive; please contact the Town Clerk if further clarification is required.

a) Maximum periods

Up to three days – where you are responsible for making the funeral arrangements.

Up to one day – for attendance at the funeral

b) **Close relative is defined as follows:-**

Wife	Grandmother
Husband	Grandfather
Daughter	Granddaughter
Son	Grandson
Sister	Half Sister
Brother	Half Brother
Adopted Daughter	Mother-in-Law
Adopted Son	Father-in-Law
Mother	Daughter-in-Law
Father	Son-in-Law
Stepdaughter	Aunt
Stepson	Uncle
Stepmother	Spouse's Sister
Stepfather	Spouse's Brother

- c) No days will follow the day of the funeral.
- d) Each employee will need to explain the circumstances to the line manager, so that, even for close relatives, the maximum of three days will only be given to the person making the funeral arrangements.
- e) That in exceptional circumstances, and in consultation with the Town Clerk, longer periods of leave may be allowed.