



Bereavement Leave Policy

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“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.
- 1.5. The appropriate numbers 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. 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. 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.