

## Bereavement Leave and Pay

### Purpose and Context

This policy is designed to support employees when a relative, partner or partner's immediate relative dies.

### Scope

This policy applies to all University employees, full and part-time, permanent and fixed term.

## 1 Introduction

- 1.1 Bereavement leave is leave requested by an employee to deal with all necessary arrangements following the death of a relative, partner or partner's immediate relative and/or to attend their funeral.

## 2 Entitlement

- 2.1 Employees are entitled to take bereavement leave as they require up to a maximum as follows:

6 days paid leave	-	death of spouse, partner, child, step-child, parents, step-parents, grand-parents, brother, sister, partner's parents or partner's child.
1 day paid leave	-	death of other immediate relative or partner's immediate relative.

## 3 Notification

- 3.1 Wherever possible, employees should request leave in advance from their line manager. However, given the purpose of this leave it is recognised that this will not always be possible.
- 3.2 Where it is not possible to notify the manager in advance of taking leave, the employee (or relative or friend) must contact their manager on the first day of absence and notify them of the death of their relative, partner or partner's immediate relative and the likely duration of absence.
- 3.3 Where requests for absence are refused the manager must provide the employee with a written record of the reasons for refusing leave. The employee has a right of appeal against any refusal to the next level of line management.
- 3.4 Upon return from leave a Bereavement Leave form, available from the HR Website should be completed and signed by the manager. The form should then be sent to Human Resources and details will be recorded on the individual's personal record.

## **4 Additional Leave**

- 4.1 Where an employee is unable to return to work following bereavement leave, they should discuss with their manager taking any further period of absence as either annual leave, flexi-leave, unpaid leave or sick leave. In the case of sickness absence, a 'Statement of Fitness for Work' must be obtained and returned to the manager in accordance with the Management of Sickness Absence Procedures.

<b>POLICY SIGN-OFF AND OWNERSHIP DETAILS</b>	
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<b>Compliance Checks:</b>	HRG regularly review to ensure compliance
<b>Related Policies/Procedures:</b>	Management of Sickness Absence Flexi time for support staff

<b>REVISION HISTORY</b>			
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V1.1	October 2016	Formatting updates (minor amends not requiring committee approval)	HR Manager
V1.2	November 2019	Formatting updates (minor amends not requiring committee approval) and transference to new template	HR Manager