

## Bereavement Leave and Pay Policy & Procedure

### Purpose

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 temporary.

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## 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 Procedure

- 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 [Human Resources website](#) should be completed and signed by the manager. The form should then be sent to the appropriate Human Resources Officer and a record will be kept on the individual's personal file.

## **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>	
<b>Document name:</b>	Bereavement Leave and Pay
<b>Version Number:</b>	V1.1
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<b>Author:</b>	Head of HR
<b>Owner (if different from above):</b>	
<b>Document Location:</b>	<a href="https://www.hud.ac.uk/media/policydocuments/Bereavement-Leave-And-Pay.pdf">https://www.hud.ac.uk/media/policydocuments/Bereavement-Leave-And-Pay.pdf</a>
<b>Compliance Checks:</b>	HR internal audit and spot checks
<b>Related Policies/Procedures:</b>	

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V1.1	27 February 2018	Bereavement Leave form updated – no changes to policy other than formatting to Policy Framework template	Head of HR
V1.0	Sept 2016	First version of an existing policy using the new framework	Human Resources

Request for Bereavement Leave			
<b>Employee Name:</b>			
<b>School Service:</b>			
Part One – To be completed by the employee			
Please use the boxes below to list the dates you have been absent from work due to your bereavement: (For further information on the leave you are entitled to, please refer to our policy at <a href="https://www.hud.ac.uk/media/policydocuments/Bereavement-Leave-And-Pay.pdf">https://www.hud.ac.uk/media/policydocuments/Bereavement-Leave-And-Pay.pdf</a> )			
Please provide further details in the box below regarding the reasons for your leave:			
Signed			
Date			
Part Two – To be completed by Line Manager			
Request Approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Line Manager Comments:			
Manager Signature:			
Manager Print Name		Date:	
Part Three – HR use only			
Record of Bereavement Leave:	_____ Days		
ITrent Updated	<input type="checkbox"/>	Entered by:	