

FERRYHILL TOWN COUNCIL



POLICY

BEREAVEMENT

1.0 Introduction

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

2.0 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 3 days where you are responsible for making the funeral arrangements.

Up to 1 day 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

- (b) No days will follow the day of the funeral.
 - (c) 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.
 - (d) That in exceptional circumstances, and in consultation with the Chairman and Vice-Chairman of the Human Resources Sub-Committee, the Town Clerk be authorised to allow longer periods.
- 2.3 That where considered appropriate, the bereaved employee be offered the provision of counselling support.