

# COLWICH PARISH COUNCIL



## PD116 BEREAVEMENT POLICY

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# BEREAVEMENT

## Bereavement – PD116

### Revision history

**This document was originally written by:**

<b>Name</b>	<b>Position</b>	<b>Date</b>
Michael Lennon	Clerk	January 2017

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Employment Committee

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### Revision History

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## 1 STATEMENT

- 1.1 Colwich Parish Council (the Council) acknowledges the personal nature of bereavement and grief and is committed to supporting officials in practical and reasonable ways.

## 2 LEAVE ENTITLEMENTS

### 2.1 Paid leave

- 2.1.1 Bereavement leave is paid leave that allows an official's time off to deal with their personal distress and related practical arrangements, primarily, but not limited to, when a member of their family dies.
- 2.1.2 The Council acknowledges that bereavement impacts all individuals differently and the guidelines below are intended to show the minimum paid leave an official is entitled to in different circumstances.
- 2.1.3 The Council acknowledges that not all officials will need to take the full allowance, and some officials will need additional time, depending on their relationship with the person who has died and the circumstances of the death.
- 2.1.4 In the event of the death of an immediate relative, seven working days paid leave will be granted. An immediate relative includes:
- 2.1.4.1 A spouse.
  - 2.1.4.2 A civil partner or partner including someone with whom the official is co-habiting but it not the official's spouse or civil partner.
  - 2.1.4.3 A Child including children in respect of whom the official is the adoptive parent, legal guardian or carer.
  - 2.1.4.4 A parent.
  - 2.1.4.5 A stepparent.
  - 2.1.4.6 A sibling.
  - 2.1.4.7 A person with whom the official is in a relationship of domestic dependency.
- 2.1.5 Parental Bereavement Leave (Jack's Law) of 2 weeks paid leave is available for parents who lose a child under 18 or suffer a stillbirth (over 24 weeks).
- 2.1.6 Two days leave shall be allowed on the death of an uncle, aunt or cousin to facilitate attendance at the funeral.
- 2.1.7 In exceptional circumstances, leave may be granted on the death of someone outside the immediate family. These circumstances would include (but are not limited to) situations where the official is responsible for funeral arrangements or has to travel abroad to attend the funeral.
- 2.1.8 An official shall notify the Chief Officer or the Chairman of the Council of their need to take leave as soon as possible or, at latest, on the first day of absence. In exceptional circumstances, applications for leave shall be considered after the first day of absence. The Chief Officer and the Chairman of the Council, in consultation with the Chairman of the Employment Committee, have the right to exercise discretion in exceptional circumstances as outlined above. Leave days do not have to be taken consecutively.

### 2.2 Annual leave

- 2.2.6 In the event of bereavement, an official will be able to take unpaid leave or

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annual leave at short notice to supplement their bereavement leave. Requests shall be directed to the Chief Officer or the Chairman of the Parish Council.

**2.2.7** An official who suffers a family bereavement while on annual leave may convert their annual leave into bereavement leave and take their annual leave at a future date.

### **2.3 Unpaid leave**

**2.3.6** Unpaid leave on compassionate grounds may be granted after bereavement. An official shall consult with the Chief Officer or the Chairman of the Parish Council before starting unpaid leave.

## **3 RETURN TO WORK**

**3.1** In certain circumstances a full return to work may not be possible for an official following the death of an immediate relative – for example, when the official's grief is likely to impact on their ability to perform their role, or where new childcare arrangements have to be sourced or responsibility for the care of an elderly parent has transferred to the official.

**3.2** In such instances the Council shall allow a phased return to work on a part-time or reduced hours basis where practicable. Alternative duties may also be considered. Any such arrangement would need to be agreed in advance by the Chief Officer and the Chairman of the Council and would be subject to an agreed maximum number of days.

## **4 OFFICIALS' SUPPORT**

**4.1** An official with any concerns about the grieving process impacting on their work performance shall discuss this in confidence with either the Chief Officer or Chairman of the Council. The Council shall work to ensure that any reasonable adjustments that may be necessary are discussed and put in place. The official shall be supported in their return to the full range of duties and responsibilities that they had prior to the bereavement. Alternatively, their duties and responsibilities may be adjusted (as necessary) with the prior agreement of the Chief Officer and the Chairman of the Council and the Employment Committee.

## **5 HEALTH AND SAFETY**

**5.1** Bereavement can have an impact on concentration, sleep, and decision-making. The health and safety assessment of the workplace shall include consideration of the impact of bereavement on officials, their duties and responsibilities, and the context in which they are working. Any official who is concerned about their ability to conduct their duties safely in the weeks following bereavement shall discuss this with the Chief Officer or the Chair of the Parish Council.

**5.2** The Council reserves the right to request an official to see their doctor before resuming full duties.

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### 6 CULTURE AND DIVERSITY

- 6.1 The Council recognises that different cultures respond to death in significantly different ways. Councillors who are unsure of how to respond to a bereaved official from a different culture should ask the bereaved official or someone else from their cultural group about what is appropriate.

<b>SIGNED</b>	<i>Wendy Plant</i>
COUNCILLOR WENDY PLANT, PARISH COUNCIL CHAIRMAN	