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1. **Introduction**

1.1 The Company recognises that bereavement is difficult. Compassionate leave is available to employees at the time of the serious injury, death or funeral of a family member or close relative.

1.2 Where an employee is entitled to time off for dependants, this right to time off for compassionate leave is in addition to the time off available under the statutory right. [See the Company's separate Policy on Bereavement Leave].

2. **Definitions**

2.1 For the purposes of this Policy, family is defined as the employee's spouse, civil partner, partner, child, sibling or grandparent.

2.2 Whatever the employment status of employees who have suffered the loss of a child (under the age of 16) at the time of their employment by the Company, employees who have suffered the loss of a child (under the age of 16) at the time of their employment by the Company are entitled to one or two weeks of bereavement leave. Employees who have worked at least 26 weeks of continuous employment by the time a child passes away will be paid bereavement leave in accordance with the Government for that tax year. Bereavement leave is no entitlement to remuneration. Payment of salary during bereavement leave is at the discretion of the Company. [See the Company's separate Policy on Bereavement Leave].

2.3 If the employee is suffering from a serious illness or injury (or the death of a family member) he or she should request with <<state job title e.g. the HR Manager>> to see if bereavement leave in respect of a close relative's death applies. Bereavement leave is available to employees who are not an immediate family member. Bereavement leave is available to employees who are not an immediate family member. Bereavement leave is available to employees who are not an immediate family member. Bereavement leave is available to employees who are not an immediate family member.

3. **Procedure**

3.1 In the event of the death of a member of the employee's immediate family, the employee should contact <<state job title e.g. the Line Manager>> to request bereavement leave. The employee should inform <<state job title e.g. the Line Manager>> of the need to take compassionate leave as soon as possible. Each case will be viewed sympathetically and the amount of leave granted will depend of the individual's circumstances. Up to <<state number of days>> days' [paid] OR [unpaid] leave may be given.

3.2 [In the case of death of a family member, who is not in the employee's immediate family, for example a grandchild, cousin or parent-in-law, or a close friend, the employee should request <<state number of days>> days' [paid/unpaid] leave to attend the funeral.]

4. **Additional Leave**

If the employee wishes to take additional leave, they should request annual leave in the usual way.

5. **[Additional Support]**

Employees can access additional support through the Employee Assistance Programme (EAP) STATE e.g. having a confidential conversation with the Company's Employee Assistance Programme (EAP) [See the Company's separate Policy on Bereavement Leave].