



PRIFYSGOL  
**BANGOR**  
UNIVERSITY

**BEREAVEMENT LEAVE POLICY**

Rev	Date	Purpose of Issue/Description of Change	
1	2014	Cosmetic changes	
2	2015	Update for clarity	
3	2016	Cosmetic changes	
4	2018	Review – no changes	
5	2020	Addition of parental bereavement leave	
6	2023	Cosmetic changes and clarity to wording that does not affect content	
<b>Policy Officer</b>		<b>Senior Responsible Officer</b>	<b>Approved By and Date</b>

Catherine Jones	Steffan Griffith	Compliance Committee 06/04/2020
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## **1 INTRODUCTION**

The University recognises the sensitive and often very distressing nature of bereavement and will endeavour to support colleagues affected by allowing a reasonable time off work to deal with such situations.

This policy is designed to provide guidance on compassionate leave which may be granted following the death of an immediate family member or close relative.

## **2 TIME OFF AND NOTIFICATION**

As the circumstances, nature of relationships and required observances of different religions can vary in relation to bereavement it is difficult to be definitive in terms of the actual leave which will be granted in every situation. The information below provides generic guidance on the paid bereavement leave entitlement which will typically be granted:

- In the event of the death of an immediate family member i.e. a spouse, civil partner, partner, parent/stepparent, child/stepchild (over 18 years of age), brother, sister, up to 5 days' paid time off will be granted. This entitlement includes time required to attend the funeral (except where the colleague is responsible for organising the funeral in which case additional time off may be granted).
- In the event of the death of a child/stepchild (under the age of 18) or a stillbirth (after 24 weeks pregnant), up to 2 weeks paid time off will be granted. Leave can either be taken in one block or in two separate blocks of one week and may be taken at any point during the first 56 weeks following the loss of the child.
- In the event of the death of a close relative i.e. grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle or grandchild, up to 3 days' paid time off will be granted. This entitlement includes time required to attend the funeral (except where the member of staff is responsible for organising the funeral in which case additional time off may be granted).
- A colleague who need only attend the funeral of a relative or close friend/colleague will normally be granted up to 1 days' paid leave.
- Where the colleague must travel a long distance to attend/arrange the funeral then, depending on circumstances, 1 further days' paid leave may be granted.

Each request for leave will need to be judged on the circumstances of the case and the nature of the colleagues' relationship with the deceased.

Colleagues should inform their Line Manager at the earliest opportunity of their need to take bereavement leave.

Line managers should ensure that all requests to take time off due to a bereavement are dealt with in a sympathetic, considerate, and timely manner. Bereavement leave should be recorded through iTrent absence recording.

### **3 RETURNING TO WORK**

It's not always easy to know when you are ready to return to work following a bereavement. You may be anxious about how you will cope and what to say to people.

It may be helpful for you to talk to your manager and plan your return to work in advance. Share any concerns and be open about any changes that you think will help you settle back in.

Sometimes you may feel that you have returned too soon. – talk to your manager if you need further adjustments or more time off, as your situation changes over time. If a further period of sickness absence is needed, please follow the standard procedures for reporting.

The thought of working may be too overwhelming for some, and for others it may be a place of familiarity that provides some routine and respite from home life. Remember we have an Employee Assistance Programme (EAP) who can provide colleagues with support.

You may find you're anxious about what to say and how to answer questions from colleagues. It may help rehearsing possible replies with someone you can trust / with your line manager or with your departmental HR contact.

Colleagues may find it hard to know what to say and your loss may remind them of their own losses. Give them the benefit of the doubt if they seem distant and help them understand how you are feeling.

Don't feel you have to manage on your own. There is lots of information and support available to you.

### **4 POLICY REVIEW**

This Policy and Procedure will be reviewed at regular intervals of not less than three years and will at all times be read and applied subject to the general law. All reviews will be undertaken in consultation with the recognised campus Trade Unions and any

changes agreed with them, prior to approval from the University Council. This policy has been equality impact assessed prior to its implementation.