



PRIFYSGOL  
**BANGOR**  
UNIVERSITY

**BEREAVEMENT LEAVE POLICY**

Rev	Date	Purpose of Issue/Description of Change	Review Date
1.	2006		2007
2	2007		2008
3.	2014	Cosmetic changes	2015
4.	2015	Update for clarity	2016
5.	2016	Cosmetic changes	2017
6.	2018	Review – no changes	2020
7.	2020	Addition of parental bereavement leave	2022
Policy officer	Senior Responsible Officer	Approved By and Date	Equality Impact Assessed and date
Jade Luke	Steffan Griffiths	HRTG 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 members of staff 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 LENGTH OF BEREAVEMENT LEAVE**

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 member of staff 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 member of staff 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 member of staff 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 member of staff's relationship with the deceased.

### **3 RETURNING TO WORK FOLLOWING A PERIOD OF BEREAVEMENT LEAVE**

Where a member of staff is experiencing difficulties following bereavement, they may benefit from contacting Care First.

Care First are an independent, leading provider of professional employee support services. They employ professionally qualified Counsellors and Information Specialists, who are experienced in helping people to deal practical and emotional issues. The service is free of charge.

Members of staff who are unable to return to work following bereavement leave should discuss with their line manager taking any further period of absence as either annual leave, unpaid leave or sickness absence (if the latter, the standard procedures for Sickness Absence should be followed).

### **4 EMPLOYEE RESPONSIBILITIES**

Members of staff should inform their line manager at the earliest opportunity of their need to take bereavement leave, specifying the purpose of the leave.

### **5 MANAGER RESPONSIBILITIES**

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 the completion of the Bereavement Leave Form.

### **6 POLICY REVIEW**

This policy will be reviewed and updated at periodical intervals to ensure continuing suitability for organisational needs and compliance with relevant legislation.