



## **Bereavement Leave Policy**

Policy and Finance Approved: February 2018  
Last Reviewed: February 2026  
Due for Review: February 2029

### **Policy Elements (Principles and Scope)**

#### **1. Policy Statement**

Fleet Town Council recognises that the death of a family member or close associate is a difficult and distressing time. The Council is committed to supporting employees compassionately while ensuring consistency, fairness, and compliance with legal obligations.

#### **2. Governing Legislation and Guidance**

This policy is informed by, and will comply with, relevant legislation and guidance, including:

- Employment Rights Act 1996
- Parental Bereavement (Leave and Pay) Act 2018 and associated regulations
- Equality Act 2010
- ACAS guidance on time off for bereavement

#### **3. Scope**

This policy applies to all employees of Fleet Town Council, regardless of length of service.

It does not apply to Councillors, agency workers, or contractors.

#### **4. Principles**

- Bereavement leave will be handled sensitively and confidentially.
- Decisions will be fair, consistent, and proportionate.
- The Council will have regard to equality considerations and individual circumstances.
- Managers will exercise discretion within the framework of this policy and procedure.

### **Procedural Elements (How the Policy Is Applied in Practice)**

#### **5. Entitlement**

Employees may be entitled to:

- Statutory Parental Bereavement Leave, where eligibility criteria are met, following the death of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy.
- Council Bereavement Leave, as set out below, which is discretionary and intended to provide compassionate support.

Statutory entitlements will take precedence where applicable.

#### **6. Council Bereavement Leave**

In the event of the death of a close relative, employees may be granted paid bereavement leave as follows:

- Up to three working days' paid leave.
- This may be extended up to five working days at the discretion of the Executive Officer, taking account of individual circumstances.

For other bereavements or significant losses not covered above, up to two working days' paid leave may be granted at the Executive Officer's discretion.

#### **7. Definition of Close Relative**

For the purposes of this procedure, a close relative is defined as follows:

- Child
- Parent
- Spouse or partner
- Sibling

- Grandparent
- Grandchild
- Step-parent or step-sibling
- Next of kin or nominated next of kin
- Parents-in-law where the employee has responsibility for funeral arrangements

## **8. Additional Leave**

Where further time off is required:

- Employees may request annual leave or unpaid leave, subject to normal approval processes.
- Managers should take a sympathetic and flexible approach where possible.

## **9. Notification and Recording**

- Employees should notify the Executive Officer as soon as reasonably practicable of the need for bereavement leave.
- Bereavement leave will be confirmed in writing.
- Records will be maintained confidentially and in accordance with data protection requirements.

## **10. Equality and Adjustments**

The Council will ensure this procedure is applied in line with the Equality Act 2010. Reasonable adjustments will be considered where appropriate, including flexibility in working arrangements following a bereavement.

*This policy and procedure should be read in conjunction with the Council's policies on annual leave, flexible working, and equality and diversity.*