

The Bridge 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 leave, which may be granted following the death of an immediate family member, close relative or a person with whom the member of staff had a close, continuing relationship.

- Length of bereavement leave

The information below provides generic guidance on leave entitlement, which will typically be granted following a bereavement:

- In the event of the death of an immediate family member i.e. a spouse, parent/stepparent, child/stepchild, sibling or Grandparent/Grandchild, the member of staff will be granted up to 5 days' paid time off (pro-rated for a part-time member of staff). This entitlement includes time required to attend the funeral.
- In the event of the death of a relative not listed above i.e. father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, or uncle, the member of staff will be granted up to 2 days' paid time off (pro-rated for part-time members of staff). 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).

Where the member of staff has to travel a long distance to attend/arrange the funeral, depending on circumstances, unpaid leave may be granted at the discretion of the trustees.

We realise this policy cannot easily cover every scenario involving the loss of loved ones. Therefore, The Bridge will endeavour to address every circumstance on a case-by-case basis.

## ***Procedure***

You should speak to your line manager, as soon as practicable, with details including the date of the funeral. The amount of paid bereavement leave is up to the discretion of your line manager/Director/trustees. A record will be kept of your absence when you are back at work. The line manager should communicate with the office as soon as possible with regards to what has been agreed.