



PATCHWAY TOWN COUNCIL
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www.patchwaytowncouncil.gov.uk

Bereavement Leave Allowance Policy

The Council wish to assist employees to take time off work to balance their work and home life responsibilities, particularly where the employee has recently experienced a bereavement of a near relative.

Bereavement of Near Relative

Up to 5 days WITH PAY (including the funeral) at the discretion of the Clerk.

Does not need to be taken as consecutive days, however, it should be taken in a reasonable timescale at or around the time of the bereavement.

Any additional time off required the employee will normally need to take annual leave or unpaid leave and this will be granted at the discretion of the Clerk.

- A Near Relative is defined as: - Husband, Wife, Partner, Mother, father, Son, Daughter, brother, Sister including 'in-law', step and half blood relatives or by adoption
- This will also include any member of staff who holds power of attorney for the person who has died.

Funeral of Near Relative

Up to 1 day WITH PAY

For any other funerals, annual leave or unpaid leave will need to be taken and this will be granted at the discretion of the Clerk.

Where the employee is representing the Council, this will be with pay.