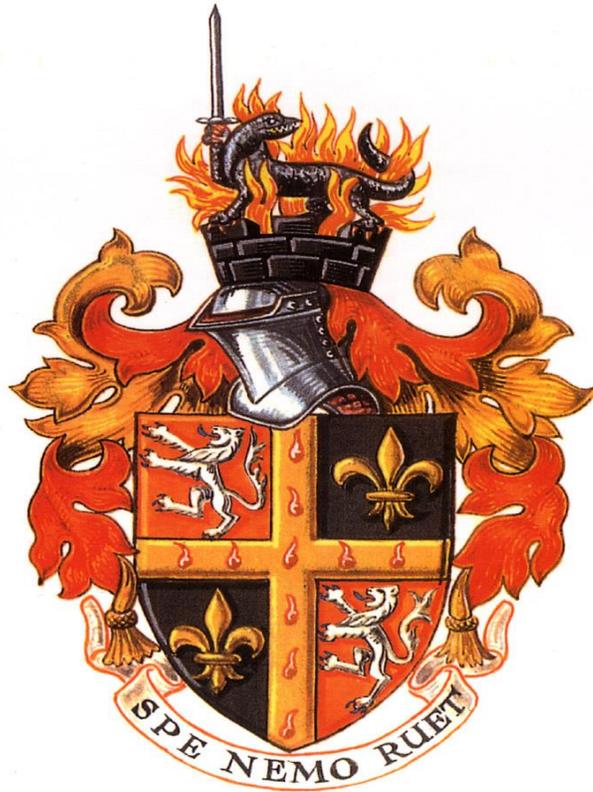


SPENNYMOOR TOWN COUNCIL



BEREAVEMENT LEAVE POLICY

Author of Policy:	Town Clerk
Date Effective From:	24 th May 2022
Policy Review: When & By Whom	12 th May 2022 Constitution Working Group
Next Review:	October 2025
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1. Introduction

- 1.1 The right applies to all employees with a Contract of Employment. There is no service requirement.

2. Amount of Leave

- 2.1 Paid leave of absence will be allowed in respect of a death of a direct relative, up to a maximum of 10 days.
- 2.2 Paid leave of absence will be allowed to a parent, in the respect of a death of a minor child (i.e. aged 17 years or under), up to a maximum of 10 days.
- 2.3 Paid bereavement leave in respect of relatives may be supplemented by unpaid leave under the 'Time Off for Dependents Policy'. Unpaid time off is not limited but must be reasonable.
- 2.4 In the consequence of the death of a dependent who is not a relative, unpaid leave will be granted. A dependent in this case could include:
 - a) Someone who lived in the same household (excluding tenants/lodgers)
 - b) A person who reasonably relied on the employee - this depends on individual circumstances and whether there was anyone else who could have looked after the dependent.

This list is not exhaustive.

3. Misuse of Bereavement Leave Policy

- 3.1 Any misuse of this policy will be dealt with under the Council's disciplinary procedures.

4. Complaints

- 4.1 If an employee has a complaint regarding the application of the Council's Bereavement Leave Policy this can be raised using the Council's agreed grievance procedures.

5. Human Rights Act 1998

5.1 Article 8 of the convention of Human Rights confers the right to respect for private and family life, therefore, asking intrusive questions to determine the reasons for requesting time off could conflict with this right. However, as these questions are asked for a legitimate reason, i.e. to confirm a contractual condition of employment, they can be justified, providing only necessary questions are asked.