

## **Bereavement policy – Internal Only**

Woodland Corner acknowledges the personal nature of bereavement and grief and is committed to supporting employees in practical and reasonable ways.

### **Paid leave**

Bereavement leave is paid leave that allows an employee time off to deal with their personal distress and related practical arrangements, primarily, but not limited to, when a member of their family dies.

Woodland Corner acknowledges that bereavement impacts all individuals differently and the guidelines below are intended to show the minimum paid leave an employee is entitled to in different circumstances. Woodland Corner acknowledges that not all employees will need to take the full allowance, and some employees will need additional time, depending on their relationship with the person who has died and the circumstances of the death.

In the event of the death of an immediate relative, 3 working days paid leave will be granted. An immediate relative includes a spouse, civil partner or partner (including same sex partners, or a person with whom the employee is in a relationship of domestic dependency),\* child,\*\* parent.

\*Partner includes someone with whom the employee is co-habiting but is not the employee's spouse or civil partner.

\*\*Child includes children in respect of whom the employee is the adoptive parent and legal guardians and carers.

An employee should notify their line manager of their need to take leave as soon as possible or, at latest, on the first day of absence. In exceptional circumstances, applications for leave will be considered after the first day of absence. Line managers have the right to exercise discretion in exceptional circumstances as outlined above. Leave days do not have to be taken consecutively.

### **Unpaid leave**

In the event of a bereavement, an employee may be able to take unpaid leave on compassionate grounds. An employee must consult with their line manager before starting unpaid leave.

### **Return to work**

In certain circumstances a full return to work may not be possible for an employee following the death of an immediate relative – for example, when the employee's grief is likely to impact on their ability to perform their role, or where new child care arrangements have to be sourced or responsibility for the care of an elderly parent has transferred to the employee.

In such instances Woodland Corner will allow a phased return to work on a part-time or reduced hours basis where practicable. Alternative duties may also be considered. Any such arrangement would need to be agreed in advance by the line manager, would be subject to an agreed maximum number of days and would be managed in line with Woodland Corner flexible working/part-time working policy.

#### Employee support

Woodland Corner acknowledges that bereavement leave is intended to support employees in the immediate period around the death of a relative. However, the process of grief, the natural reaction and adjustment to loss and change may take a significant time and will be personal to each individual.

An employee with any concerns about the grieving process impacting on their work performance should discuss this in confidence with either their line manager or the Committee Chair, to ensure that any reasonable adjustments that may be necessary are discussed and put in place and that the employee is supported in their return to the full range of duties and responsibilities that they had prior to the bereavement or their duties and responsibilities are adjusted (as necessary) with the prior agreement of line manager.

#### Culture and diversity

Woodland Corner recognises that different cultures respond to death in significantly different ways.

Line managers will check whether the employee's religion or culture requires them to observe any particular practices or make special arrangements which would necessitate them being off work at a particular time. Employees should not assume that their line manager is aware of any such requirements and should draw this to their line manager's attention as soon as possible.

Line managers who are unsure of how to respond to a bereaved employee from a different culture should ask the bereaved employee or someone else from their cultural group about what is appropriate.

This policy was adopted at a meeting of  
Woodland Corner

Held on (date) 12<sup>th</sup> November 2025

Signed on behalf of the Management Committee

Role of signatory (e.g. chairperson etc.)

Review date

Jess Brown

Chairperson

November 2026