



Triple C
(Liverpool)

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BEREAVEMENT LEAVE POLICY

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Last Reviewed	N/A
Next Review Due	September 2028

Date	Reviewed by	Approved by	Date Accepted by Trustees
July 2025	Helen Edwards	Policy Review Team	November 2025

Introduction

We recognise that dealing with a bereavement is often one of the biggest challenges of an employee's life. This policy sets out our commitment to supporting staff through their grief by providing bereavement leave, keeping in touch with staff while they are off work, and supporting staff on their return to work.

We acknowledge that every bereavement is different and grief impacts everyone in different ways. This policy is intended to cater for a wide range of circumstances and the differing impacts that a bereavement can have, while also recognising the needs of the charity.

We will always endeavour to support employees with compassion and in practical as well as pastoral ways.

We therefore have a provision of Bereavement Leave, which is leave (unpaid/paid) that allows an employee to have time off to deal with the personal distress and related practical arrangements, primarily when a member of their family dies. In some circumstances, employees will not need to take the full allowance, and in others, additional time may be needed, depending on the relationship with the person who has died and the circumstances of the death.

Bereavement leave

In the event of the death of a **spouse, common-law or civil partner**, two weeks (pro rata) paid leave will be granted.

In the event of the loss of a **child** under 18 or a still born child after 24 weeks of pregnancy, parents or carers will be entitled to Parental Bereavement leave (see below).

In the event of the death of an **immediate relative**, up to two weeks (pro rata) paid leave could be granted (an immediate relative refers to a parent, step-parent, sibling or a person with whom the employee is in a relationship of domestic dependency). This will be at the discretion of the Operations Manager, and with the agreement of the Chair of Trustees.

Any other request for bereavement leave, will be at the discretion of the Operations Manager and with the agreement of the Chair of Trustees.

Leave days do not have to be taken consecutively and we will always aim to be as flexible as we can be to support the needs of the employee whilst they come to terms with their loss and make suitable arrangements.

Death certificates do not have to be provided to the charity at any point.

Unpaid or annual leave will be allowed on the death of someone outside of the family to facilitate attendance at the funeral. These circumstances would include (but are not limited to) situations where the employee is responsible for funeral arrangements or is required to travel abroad to attend the funeral.

An employee should notify their manager of their need to take leave as soon as possible or, at latest, on the first day of absence. Discretion will be exercised in exceptional circumstances as outlined above.

Please also refer to the Special Leave policy for immediate arrangements in the event of a need to take care on an unplanned basis for a dependent.

Parental Bereavement leave

Whilst dealing with any bereavement is difficult, the death of a child is among the most devastating events that an employee can ever face. The charity acknowledges how difficult this situation would be for any parent and provide an additional two weeks parental bereavement leave in addition to the statutory parental bereavement leave outlined below.

The policy, as directed by the government, applies to employees whose child dies under the age of 18 on or after 6 April 2020. This includes parents who suffer a stillbirth after 24 weeks of pregnancy.

Whatever your length of service, you can take this type of leave if you are the parent of the child who has died, or the partner of the child's parent. In general, you can take this type of leave if you have parental responsibility for the child. This includes adoptive parents.

Under this government policy you are entitled to take two weeks of parental bereavement leave. Please note the following is from the government's policy which would be the absolute minimum. The charity would offer to support for up to four weeks you under such tragic circumstances.

You cannot take the leave as individual days. You can take the leave at the time(s) you choose within the 56 weeks after your bereavement. You might choose, for example, to take it at a particularly difficult time such as your child's birthday. If you have lost more than one child, you have a separate entitlement to bereavement leave for each child who has died.

If you need to take parental bereavement leave within the first 56 days after your bereavement, you can take the leave straight away. You do not have to *provide any notice* but please do let the Operations Manager know you will be taking it. Ideally if you can give notice, please do. But we understand these are very distressing times and it's not always possible. To take leave more than 56 days after your bereavement, ideally please give the Operations Manager at least one week's notice, though we understand that grief can come out of the blue.

You can *cancel your planned leave* and take it at a different time (within the 56 weeks after your bereavement). Where your planned leave was due to begin during the first 56 days after your bereavement, please let the Operations Manager know you no longer wish to take it before your normal start time on the first day of the planned leave. Where your leave was due to begin more than 56 days after your bereavement, please let the Operations Manager know at least one week in advance that you wish to cancel it.

We recognise the need to provide bereaved parents with as much support as possible, and *we will continue to pay normal pay during your leave*.

During your leave, all the terms and conditions of your contract will continue. This means that all benefits will remain in place. For example, holiday entitlement continues to accrue. Pension contributions will continue to be paid.

When you return to work after some time on parental bereavement leave, you generally have the right to return to the same job. However, a slightly different rule applies if you return from time on bereavement leave that follows on immediately from some maternity, adoption, paternity leave or shared parental leave (taken in relation to the child who has died), and your total time on leave is more than 26 weeks. In these circumstances, you have the right to return to the same job, unless this is not reasonably practical - in which case you have the right to return to a suitable and appropriate job on the same terms and conditions.

This rule also applies if your leave includes more than four weeks of ordinary parental leave (taken in relation to any child), regardless of the total length of the leave. If you are taking parental bereavement leave, but are unsure where you stand on your return, please contact the Operations Manager for clarification. For more information on statutory parental bereavement leave and pay, please visit the [Gov.uk page](#)

Care for the Family, along with other organisations and charities, offer support and advice, as well as a befriending service, to parents who have lost a child. We encourage you to look at their website if you feel you would like to talk to someone about your loss:

<https://www.careforthefamily.org.uk/family-life/bereavement-support/bereaved-parent-support>

Annual Leave at Short Notice

In the event of bereavement, an employee will be able to take unpaid leave, or annual leave at short notice to supplement their bereavement leave. Requests should be directed to the Operations Manager. An

employee who suffers a family bereavement while on annual leave can convert their annual leave into bereavement leave and take their annual leave at a future date.

Unpaid Leave

Unpaid leave on compassionate grounds, up to a maximum of five days may be granted after bereavement. Employees must consult with the Operations Manager before taking 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 a phased return to work on a part-time or reduced hours basis is possible where practicable. Alternative duties may also be considered. Any such arrangement would need to be agreed in advance by the Operations Manager in liaison and would be subject to a maximum number of days and run in line with the flexible working policy.

Employee Support

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 employee. An employee with any concerns about the grieving process impacting on their work performance should discuss this in confidence with the Operations Manager to ensure that any reasonable adjustments are discussed and implemented, and that the employee is supported to return to the full range of duties and responsibilities that they had prior to the bereavement.

We encourage employees to seek specialist grief counselling where that is appropriate. This may be accessed via different organisations including [Grief Support | Sue Ryder](#)

Culture and Diversity

We recognise that different cultures respond to death in significantly different ways and will do all we can to support religious or cultural considerations that require an employee to observe any practices or make special arrangements which would necessitate them being off work during a bereavement. Please raise requests for help in this area to your named line manager.