Saltash Town Council

Policy/Procedure:	**Bereavement Policy**

Date of Adoption:	**November 2018**

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1	**Approved by**	FTC
Date	October 2018	**Date of approval**	01.11.2018
Responsible Officer	ajt	**Minute reference**	312/18/19
Responsible Committee	Staffing Committee	**Review date**	As required

Version History			
Date	**Version**	**Author/Editor**	**Comments**

Review Record				
Date	**Type of Review**	**Date of completion**	**Summary of actions**	**Completed by**

Saltash Town Council

Bereavement Policy (including protocol for application for compassionate leave)

1. The policy of the Town Council is to grant three days compassionate leave with pay on the death of any "Stage I" relative in the immediate family.
   This includes:

   Husband, wife or partner
   Child, including any adopted child
   Mother or Father
   Sister or Brother

   This policy recognises that time will be needed to:-

   - Arrange and/or attend the funeral
   - Support other members of the family

2. The policy of the Town Council is to grant one day compassionate leave with pay on the death of any "Stage II" relative in the family.
   This includes:

   Grandmother or Grandfather
   Mother-in-law or Father-in-Law
   Mother or Father of Partner
   Grandchild, including any adopted grandchild

   This policy recognises that time will be needed to attend the funeral.

3. All applications for Compassionate Leave must be made to the Town Clerk in the usual way, who is responsible for referring it with an appropriate recommendation to the Chairman or Vice Chairman of Staffing in their absence the authority will fall to the Mayor for determination.

4. In addition, the Chairman or Vice Chairman of Staffing will be authorised to determine:

   - Any application falling outside the above parameters
   - Any application made for Compassionate Leave without pay.

   These will be determined after reviewing both the needs of the service and the wishes of the employee, whilst taking account of any recommendation from the Town Clerk.

5. Any application to take annual leave and/or Time Off in Lieu in association with Compassionate Leave must be made to the Town Clerk in the usual way, who is

responsible for referring it to the Chairman or Vice Chairman of Staffing for determination.

Any such application will be determined after reviewing both the needs of the service and the wishes of the employee but taking account of any recommendation from the Town Clerk.

6.   It is accepted that in some cases of bereavement it may not be possible to apply for and be granted Compassionate Leave in advance, and any such cases will be considered sympathetically in the interests of all parties.

Version History

Date	Details
September 2018	Note: Words importing the masculine gender only shall include all other genders and vice versa.