

# Bereavement Policy

July 2024





Contents

Issue Control Sheet..... 3

1.      Introduction..... 4

2.      Entitlement..... 4

3.      Parental Bereavement ..... 4

4.      Additional Time ..... 4

5.      Eligibility for Statutory Leave ..... 5

6.      Keeping in Contact ..... 5

7.      Further Support..... 5

## Issue Control Sheet

Issue Record Sheet		
Issue	Amendment Date	Comment
03	18/07/2024	Updated to standardised templated. Included all types of bereavement leave.

Document Authors		
Name	Signature	Date
Katherine Kerr	[Retacted due to external publication]	18 <sup>th</sup> July 2024

Document Approval		
Name	Signature	Date
Austen Mirner	[Retacted due to external publication]	19 <sup>th</sup> July 2024
Ellie Armour	[Retacted due to external publication]	19 <sup>th</sup> July 2024

## 1. Introduction

At Speedy Hire, we acknowledge the personal nature of bereavement and grief and we are committed to supporting you in both practical and sensitive ways. The purpose of this guidance is to help you if you experience the death of someone with whom you had a close relationship. This document will also cover colleagues who unfortunately experience the loss of a baby or child.

We appreciate there is no manual or colleague handbook for grief, and there is no manual for us to decide who means the most to you in your life. We will always be guided by you, and we will put our trust in you to work with us with transparency and fairness.

## 2. Entitlement

If you sadly lose somebody who means a lot to you, your manager has the discretion to authorise up to one weeks paid bereavement leave (equal to your working week). This usually includes a day off to attend a funeral.

If you lose somebody else who you may not have been as close to, but still meant a lot to you, your manager has the discretion to authorise one days paid leave to attend a funeral.

We appreciate you cannot put timescales on grief and you may need additional time away from work. In these circumstances, after any entitlement to bereavement leave has been used, you may revert to sickness absence and we ask that you please provide a medical certificate from your GP.

There may be exceptional circumstances where you need additional time away from work to deal with a personal matter. This may include a member of your close family becoming seriously ill. We understand home life comes first and your manager may be able to offer compassionate leave.

If you require a medium to long-term change to your working hours, you should refer to our Flexible Working Policy. Managers should speak to the People Team in such cases.

## 3. Parental Bereavement

We recognise that whilst dealing with any bereavement is difficult, and the death of a child is amongst the most devastating events that any colleague can ever face.

If you suffer a miscarriage, please speak to your manager at how we can best support you during this time - we will be guided by you.

If you suffer the loss of a child (under the age of 18) or the loss of a baby after 24 weeks of pregnancy, you will be entitled to Parental Bereavement Leave which allows two weeks paid leave which can be taken at any point within a 56 week window. If you are on any other type of statutory leave, it will commence after that leave has ended, however you do not need to take it straight away – just let your manager know what you feel is best for you.

## 4. Additional Time

We understand that during this difficult time, some colleagues may wish to return to work to get back to some kind of routine, however we also appreciate that colleagues may still not feel ready to return and require further time off. If you think you may need to take a longer period away from work, you should let your manager know.

---

## 5. Eligibility for Statutory Leave

If you suffer the loss of your baby after 24 weeks of pregnancy, you can still request to take a period of leave if you wish (maternity/paternity leave).

If you'd like to do this, please speak to your manager. If you do not feel comfortable contacting us, somebody close to you can contact us instead. We understand that you may not want to call the absence 'maternity leave' therefore please let us know how you'd like to refer to the leave – we will be led by you.

You will still be eligible to take Parental Bereavement Leave once your maternity leave has finished.

## 6. Keeping in Contact

We want to ensure that you feel supported during this time but we also want to ensure you have your own personal space. You will not need to remain in contact during a period of bereavement leave if you do not want to. If you subsequently revert to sickness absence, your manager will agree with you the frequency of contact and discuss any support available.

## 7. Further Support

There are various charities available to support you during this time, these include:

[Child Bereavement UK](#)

[Sands | Stillbirth and neonatal death charity](#)

[Mind – Bereavement Support](#)