



Bereavement Policy

Policy Control

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2		
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Introduction

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

Who this policy applies to

All employees.

Our Policy

All foodbank employees are entitled to bereavement leave (also known as compassionate leave)

Bereavement leave

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

Faversham Foodbank 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.

Faversham Foodbank 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. Additional time off can include annual leave.

If a dependant dies

5 working days paid leave will be granted in the event of the death of a dependant.

A dependant could be a:

- spouse, partner, or civil partner (including same sex partners) *
- child**
- parent
- step-parent
- sibling

- person who lives in the employee's household (not tenants, lodgers, or employees)
- person who would rely on the employee for help in the event of an accident, illness, or injury, such as an elderly neighbour
- person who relies on the employee to make care arrangements

*Partner includes someone the employee is cohabiting with but is not the employee's spouse or civil partner.

**Child includes children the employee is the adoptive parent, legal guardian, or carer for. If the child dies under the age of 18 or is stillborn the employee may be entitled to additional leave.

Faversham Foodbank recognises that every family circumstance is different, and that differing dynamics, structures and responsibilities vary from family to family. And as such we will be open to all discussions with staff members regarding who qualifies as dependent. This discussion will be based on the individual staff member and circumstances and each case brought by staff should be discussed with the line manager.

If a non-dependant dies

In these circumstances, **3** days paid leave may be granted on the death of someone who is not a child or dependant. These circumstances would include (but are not limited to) situations where the employee is responsible for funeral arrangements or must travel abroad to attend the funeral.

Faversham Foodbank acknowledges that some employees will need additional time, depending on their relationship with the person who has died and the circumstances of the death. Additional time off can include annual leave or discussed extended Bereavement leave paid or unpaid. This will need to be discussed and approved by your line manager.

Giving notice for bereavement leave

An employee should notify their line manager of their need to take leave as soon as possible or, at the latest, on the first day of absence. An employee's next of kin or family member can notify the employee's line manager on their behalf.

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.

Additional time off

Annual leave

In the event of a bereavement, an employee will be able to take annual leave at short notice to supplement their bereavement leave. Requests should be directed to the employee's line manager.

An employee who experiences 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 may be granted after bereavement. An employee must consult with their line manager before starting unpaid leave.

Parental Bereavement leave

Employees are entitled to 2 weeks Statutory Parental Bereavement Leave if their child:

- dies under the age of 18
- is stillborn after 24 weeks of pregnancy

Employees can claim this leave if they are the:

- birth parent
- natural parent (the person who gave birth to the child who has since been adopted, but has a court order to allow them to continue having access to the child)
- adoptive parent if the child was living with them
- person who lived with the child and had responsibility for them, for at least 4 weeks before they died
- 'Intended parent' – due to become the legal parent through surrogacy
- partner of the child's parent, if they live with the child and the child's parent in an enduring family relationship

Parental Bereavement Leave can be used within 56 weeks of the date of the death or stillbirth. It can be taken as either:

- 2 consecutive weeks
- 2 separate weeks
- 1 week only

In order to take Parental Bereavement Leave, an employee should tell their line manager:

- when they want their Parental Bereavement Leave to start
- whether they want to take 1- or 2-weeks' leave
- the date of their child's death

To take or cancel Parental Bereavement Leave, an employee should also give their line manager the correct notice:

- if within 8 weeks of the death or stillbirth – notice must be given before the employee would usually start work on the first day of leave
- if more than 8 weeks after the death or stillbirth – notice must be given at least 1 week before the start of the planned leave

To enable Faversham Foodbank to pay the employee for this time off, the employee must ask in writing (give 'notice') for Statutory Parental Bereavement Pay within 28 days of taking Statutory Parental Bereavement Leave, starting from the first day of the week they're

claiming the payment for. Employees will be able to claim Parental Bereavement Leave and pay without prior notice –or the need for a request a death certificate. You may be required to give a week’s notice to your employer if you require time off further into the 56-day 'window'.

The notice should state the employee is entitled to Statutory Parental Bereavement Pay and include:

- their name
- the start and end dates of the leave they want to claim the pay for
- the date of their child's death
- their relationship with the child

The statutory Parental Bereavement Leave and Pay payment is no less of 90 per cent of the bereaved person’s average weekly wage Employers will be able to recoup all, or most of this statutory payment back from the Government.

Parents who are on maternity or paternity leave when their child dies, will be able to claim Parental Bereavement Leave and Pay, while parents who were expecting a child will also be entitled to paid time off work to grieve, when a child is stillborn after 24 weeks into a pregnancy.

The law will also enable parents grieving the death of more than one child, to take leave in respect of each child.

Miscarriage leave

If an employee or their partner has a miscarriage in the first 24 weeks of pregnancy, Faversham Foodbank recognises many people will consider this a bereavement.

In these circumstances, Faversham Foodbank provides 5 days leave. This time off will be [paid This will be paid at the same rate as ‘The statutory Parental Bereavement Leave and Pay’ [details above]

Up to 2 weeks sickness absence related to a miscarriage will be recorded as 'pregnancy related sickness'. This absence will be kept separate to other types of sickness and Faversham Foodbank will not count these absences towards any review or trigger points set out in the organisation's absence policy.

Culture and diversity

Faversham Foodbank recognises that different cultures respond to death in significantly different ways.

Line managers will check whether the employee's religion, belief or culture requires them to observe any practices or make special arrangements which would require 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.

Return to work

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

In such instances Faversham Foodbank 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. It would be subject to an agreed maximum number of days and would be managed in line with Faversham Foodbank's flexible working or part-time working policy.

Implementation, monitoring, and review of this policy

This policy will take effect from 5/5/21 The *Project Manager* has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis by the Board of Trustees following its implementation and may be changed from time to time.

Any queries or comments about this policy should be addressed to the Board of Trustees.