

Bereavement Policy

The Island Day Nursery acknowledges the personal nature of bereavement and grief and is committed to supporting employees in practical and reasonable ways.

Leave entitlements

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.

The Island Day Nursery 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.

The Island Day Nursery 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), *child, **parent, step-parent, sibling or a person with whom the employee is in a relationship of domestic dependency.

*Partner includes someone with whom the employee is co-habiting but is not the employees spouse or civil partner

**Child includes children in respect of whom the employee is the adoptive parent and legal guardians and carers. 2 days leave will be allowed on the death of a mother/father-in-law, grandparents, grandchildren, son/daughter-in-law.

1 day of leave will be allowed on the death of an uncle/aunt to facilitate attendance at the funeral.

In exceptional circumstances, 1 or more days leave may be granted on the death of someone outside the immediate family. These circumstances would include (but are not limited to) situations where the employee is responsible for funeral arrangements or has to travel abroad to attend the funeral.

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. 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.

Annual leave 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 employee's line 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 two weeks may be granted after bereavement. 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 employees 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 instancesThe Island Day Nursery will allow a phased return to work on a part-time or reduced hour's basis where practical. 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.

Persons responsible for implementing this policy:

Erica Dunwell/Heather Bishop/Rosalind Moreno -Newport

Erica Dunwell/Heather Bishop -Sandown

Erica Dunwell/Becky Kujabi-Wotton

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