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Owner	CfBT Schools Trust	Consultation outcome	Agreed with all recognised trade unions
Consultation period	February to March 2019	Next review due	April 2021
Issued	April 2019		

**This policy applies to the whole of CfBT Schools Trust (CST), including all schools.**

## **Policy: Family Friendly & Leave of Absence Policy 7: Bereavement**

### **Introduction and purpose**

We acknowledge that bereavement affects individuals differently and we are committed to providing practical and reasonable support to employees whilst acknowledging the very personal nature of bereavement and grief. These guidelines set out basic leave and pay entitlements.

### **Scope**

This policy applies to all staff employed by CST, including directly employed central team staff, the Education Executive team (EET) (this term includes the CEO and Education Directors), Headteachers, teachers, NQTs and school support staff.

For the purposes of this policy the term ‘Headteachers’ includes Headteachers and Principals. In this policy, the term ‘teacher’ refers to classroom teachers, middle and senior leaders.

### **Accessibility**

A copy of this policy and a copy of all relevant documents will be made available for all staff. The policy is also available in hard-copy on request and can be made available in large print or other accessible formats if required.

### **Eligibility for Time off**

There is no qualifying period for bereavement leave. You are entitled to leave from day one of employment.

### **Entitlement to Time off**

Fig.1 below sets out leave entitlements. We acknowledge that you may not require the full entitlement or you may need additional time, depending on your relationship with the deceased and the circumstances of their death. Managers will treat bereavement on a case by case basis.

Leave is intended to provide you with time off to deal with personal distress and practical arrangements. Leave of more than one day does not have to be taken in one block.

Fig.1

Relationship	Leave entitlement
<ul style="list-style-type: none"> <li>• Partner</li> <li>• Spouse</li> <li>• Child</li> <li>• Parent</li> <li>• Sibling</li> </ul>	5 days paid leave
<ul style="list-style-type: none"> <li>• Mother in law</li> <li>• Father in law</li> <li>• Grandparent</li> <li>• Daughter-in-law</li> <li>• Son-in-law</li> <li>• Brother-in-law</li> <li>• Sister-in-law</li> </ul>	2 days paid leave
<ul style="list-style-type: none"> <li>• Aunt</li> <li>• Uncle</li> </ul>	1 days paid leave
<ul style="list-style-type: none"> <li>• Other</li> </ul>	1 days unpaid leave

In exceptional circumstances, the Headteacher or EET may use their discretion to grant additional paid or unpaid time off.

**Notification of absence**

You should notify your manager of your need to take leave as soon as possible and no later than the first day of absence. You must consult with your manager before taking any leave in excess of that set out in Fig.1 above.

**Return to work**

In some circumstances, following the death of a close relative, grief and/or practical arrangements for the care of others may make it necessary to consider a phased return to work. This may include reduced hours or a different working pattern. Such arrangements must be agreed in advance with the Headteacher or EET and would be for a maximum of two weeks.

**Health and safety**

If you are concerned about your ability to carry out your role safely in the weeks following a bereavement you must discuss this with your manager.

We reserve the right to require you to attend an Occupational Health assessment before resuming full duties.

**Culture and diversity**

We recognise that different cultures respond to death in significantly different ways.

Managers will be sensitive to the requirements of religions and cultures requiring employees to observe particular practices or take time off at particular times. You should not assume your manager is aware of such requirements and should therefore draw this to their attention as soon as possible.

**Pay progression**

You will not be denied pay progression as a result of absence due to leave granted under this policy.

**Pensions**

Some pension schemes permit contributions by the member to cover periods of unpaid leave. You are advised to contact the scheme administrators for further details.