



Yatton Parish Council

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OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham

Bereavement & Compassionate Leave Policy

**Adopted by Yatton Parish Council on 13th June 2022.
Reviewed and readopted 14th April 2025. Next review April 2028**

Policy Statement

Yatton Parish Council acknowledges the personal nature of serious life events and emergencies, including bereavement and grief, and is committed to supporting employees in practical and reasonable ways. This policy is intended to show the paid leave an employee is entitled to in these circumstances. This leave is granted in order to allow an employee time off to deal with their personal distress and related practical arrangements at a time of great personal difficulty.

Policy Scope

All employees of Yatton Parish Council.

Policy Aims

The aims of this policy are to:

- Define Yatton Parish Council's approach to compassionate leave;
- Ensure consistent approaches to providing such support.

Policy Provisions

In the event of the death of an immediate relative, or when a serious life event or emergency occurs (examples could include a house fire or the sudden serious illness of a family member), up to five working days paid leave is allowed at the discretion of the Clerk or the Chairman of Yatton Parish Council and will not be unreasonably withheld. When considering bereavement, immediate relatives include:

- A spouse;
- A civil partner or partner;
- A child;
- A grandchild;
- A parent;
- A grandparent;
- A step-parent;
- A sibling;
- A parent-in-law, including parents of the employee's partner.

Procedure

An employee should notify the Clerk or Chairman of Yatton Parish Council 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. The application does not have to be in writing.

Leave days do not have to be taken consecutively.

The right to compassionate leave begins on the first day of an employee's employment; there is no qualifying period.

Employees will be able to take unpaid leave or annual leave at short notice to supplement their compassionate leave. The Clerk or Chairman of Yatton Parish Council must be consulted before taking such unpaid leave.

An employee who suffers a bereavement whilst on annual leave can convert their annual leave into compassionate leave and take their annual leave at a future date.

Any compassionate leave granted shall be reported to the next meeting of the Finance, Personnel and Administration Committee of Yatton Parish Council.

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 or another serious life event or emergency. In such instances Yatton Parish Council 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 must be agreed in advance by the Clerk or Chairman of Yatton Parish Council and have an agreed duration.

Culture and Diversity

Yatton Parish Council recognises that different cultures respond to death in significantly different ways. Managers and supervisors will check whether the employee's religion or culture requires them to observe any particular practices or make special arrangements which would necessitate them being off work at a particular time. Employees should not assume that their manager or supervisor is aware of any such requirements and should draw this to their manager or supervisor's attention as soon as possible. Managers or supervisors who are unsure of how to respond to a bereaved employee from a different culture should ask the bereaved employee or a 'recognised gatekeeper' from their cultural group about what is appropriate.