



BENTHAM TOWN COUNCIL COMPASSIONATE LEAVE

Minuted: 228.3

Date: 03/03/25

Review: March 2026

Policy

We aim to extend sympathy, compassion and understanding should employees suffer a bereavement. At all times, we will try to assist employees to come to terms with their loss.

Application for bereavement leave should be made <specify procedure, eg “on the Absence Request Form, after discussing this with a manager”>.

We will normally grant up to 5 days unpaid leave in the event of the death of an immediate relative (spouse, parent, step-parent, grandparent, brother, sister, child, mother-in-law and father-in-law). Any time off in addition to this should be discussed with the employee’s manager. Reasonable unpaid compassionate leave will be granted taking into account such factors as the relationship with the deceased person and the timing and location of the funeral.

We accept that sometimes the need to take this leave can arise at very short notice, but request that employees should discuss their requirements with their manager before taking any time off and, in any event, at the earliest opportunity. All requests for compassionate leave will be dealt with on a confidential basis.

— policy ends here —

Notes

1. There is no entitlement to paid time off for compassionate leave. The Council may decide on how much time they wish to offer and whether they agree for the time to be paid or unpaid.
2. If the time off is due to a dependent then the Dependent Leave policy should be considered.
3. Where the Council has only one employee, the policy could refer the Clerk to an appropriate Councillor in the first instance.