

# Bereavement policy

## What is its purpose?

This policy outlines the support offered to ted Learning Group employees when suffering bereavement. It also recognises the legislation due to come into effect in April 2020 around parental bereavement entitlement.

## Why is it important to us?

ted Learning Group recognise that experiencing bereavement of a family member or friend can be a very upsetting time. We also recognise that for many people, pets are a member of the family, and the death of a pet can also be very distressing. We recognise that grief can affect people in different ways and may have an impact on mental health and ability to focus on work. This policy ensures we can support our employees fairly and compassionately during this difficult time.

## Why is it important to our clients and learners?

This policy provides assurance to our clients and learners that we treat our employees fairly and consistently.

## Who within the organisation does it apply to?

All ted Learning Group employees.

## When will it be effective from?

Jan 2020

## What are our responsibilities and accountabilities?

ted Learning Group fully supports all employees during a period of bereavement, and we acknowledge that bereavement impacts all employees differently. As such the guidance below is intended to show the minimum paid leave an employee is entitled to in different circumstances. ted Learning Group acknowledges that not all employees will wish to take the full allowance, and some employees will need additional time. As such, whilst the below entitlements apply, individual situations will always be considered, and additional provision made at our discretion where needed.

### Notification:

ted Learning should be made aware of the need for bereavement leave as soon as is practically possible, ideally by midday on the first day of absence.

Employees should notify their Line Manager of the bereavement and may do so via phone or email. If the employee is unable to notify their Line Manager themselves, this may be communicated by a family member or friend.

### Entitlements:

In the event of the death of an immediate relative, 2 weeks paid leave will be granted. An immediate relative includes a spouse, civil partner, life-partner, child, stepchild, parent, stepparent, mother/father-in-law, sibling, grandparent, grandchild, son/daughter-in-law or a



person with whom the employee is in a relationship of domestic dependency. 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.

In accordance with 'Jack's Law' (April 2020), parents of a deceased child will be able to take the leave as a single block of 2 weeks or as 2 separate blocks on one week each taken at different times across the first year of their child's death.

In the event of the death of someone outside of the immediate family, up to 2 days paid leave will be granted. In exceptional circumstances, additional leave may be granted on the death of someone outside the immediate family. Such 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.

In the event of the death of an individual's pet (either expected or unexpected), 1 days paid leave will be granted.

#### Other leave and returning to work

In the event of a bereavement, an employee may take unpaid leave or annual leave at short notice to supplement their bereavement leave. Requests for this time should be discussed with the employee's Line Manager and made using the HR platform.

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 employee's grief is likely to impact on their ability to perform their role, or where new child care arrangements have to be sourced or responsibility for the care of an elderly parent has transferred to the employee. Where employees feel unable to return to work, they should consult their doctor and follow the procedures detailed in the Team Member Manual regarding sick leave and fitness to work. ted Learning Group will support 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 our flexible working policy.

ted Learning Group acknowledge that bereavement leave is intended to support employees in the immediate period around the death of a loved one. However, the process of grief, the natural reaction and adjustment to loss and change may take a significant time and will be personal to everyone.

An employee with any concerns about the grieving process impacting on their work performance should discuss this in confidence with their Line Manager to ensure that any reasonable adjustments that may be necessary are discussed and put in place and that the employee is supported in their return to the full range of duties and responsibilities that they had prior to the bereavement or their duties and responsibilities are adjusted (as necessary) with our prior agreement.

Bereavement can have an impact on concentration, sleep, and decision-making. The health and safety assessment of the workplace will include consideration of the impact of bereavement on employees, their duties and responsibilities, and the context in which they are working, e.g. do they operate heavy machinery or drive?

Any employee who is concerned about their ability to conduct their duties safely in the weeks following a bereavement must discuss this with their Line Manager.

ted Learning Group reserve the right to request an employee to meet the organisation's doctor before resuming full duties.



## Inclusion and Diversity

ted Learning Group recognise that different cultures respond to death in significantly different ways.

Line Managers will check with the employee as to whether their religion, culture or beliefs require them to observe any particular practices or make special arrangements which may necessitate them being off work at a particular time or for a specific duration. 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.

## Sources of further knowledge to support understanding and personal development

<https://www.nhs.uk/conditions/stress-anxiety-depression/coping-with-bereavement/>

<https://www.helpguide.org/articles/grief/coping-with-grief-and-loss.htm>

## Governance

The ted Learning Group Board have overall responsibility for the implementation of this policy.

## Impact and effectiveness

The Group People & Learning Director is responsible for the management and monitoring of effectiveness of this policy.