APRIL COMPLETE CARE SOLUTIONS LTD
(The "Company")

Bereavement Policy

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1 Introduction

The April gives consideration to the granting of paid bereavement leave in the sad event that an employee suffers the death of a close relative.

Eligibility

All employees are entitled to request bereavement leave, regardless of length of service. Leave is granted at the employee's manager's discretion as outlined below. April will not unreasonably refuse such requests.

Notification of leave

Where bereavement leave is granted, this should be notified to the employee in writing by the manager, and a copy kept on file

Definitions

April defines a close relative as follows:

a. A child
b. Parent
c. Spouse or partner
d. Next of kin or nominated next of kin
e. Sibling
f. Parents-in-law, if the member of staff are responsible for the funeral arrangements.

Length of paid bereavement leave

The length of paid bereavement leave will be determined by the employee's manager taking account of the circumstances and the rules stipulated below.

The employer will provide assistance as follows:

1. Death of partner, child from any cause or violent death of any immediate family member

    (i) Immediate leave of two days.

    (ii) If required, additional leave of up to four days to be dependent on the discretion of [Managing Director].

(iii) Cash grant [at discretion of Managing Director] if required, to assist with travel costs and so on.

(iv) Introduction to and funding of counselling assistance, including allowing paid/unpaid [to be decided] time off to attend such sessions to which other members of the employees family are welcome.

(v) Consideration of transfer to less demanding position if required or decided by the employee to be advisable.

2. Death of other close relative, or friend treated as close relative, or other instance impacting employee

(i) At discretion of employer, one days leave at time of death.

(ii) Counselling assistance if required.

3. Funeral

One days leave will be granted in all circumstances where the deceased is a member of the employee's immediate family or treated as such. Should the distance to be travelled to the funeral warrant it, additional days leave may be granted.

4. Other circumstances

The employer will endeavour to provide such discreet assistance as will be helpful to the employee although it may be necessary to treat each case individually and to provide such assistance on a discretionary basis rather than granting automatic rights.

5. Overriding consideration

In the provision of all help, the requirements and preferences of the bereaved employee will supersede any suggestions made under this procedure. [Human Resources Department] will at all times indicate their willingness to help, even if this is only the provision of someone to listen to the employee's thoughts and concerns, but only at the request of the employee.

Note:

It may be difficult to try and cover all eventualities in such a procedure as one is attempting to deal with a variety of circumstances, the great majority of which will contain individual variations. For example, the death of a partner or of a child of an employee would normally be regarded as highly traumatic thus meriting the greatest level of support, but should there have been a family feud and the parties not seen each other or spoken for, say, 20 years this might merit less help than other cases, even where the person was not a relative. It is not unknown for children to be reared and cared for by persons other than their parents. The death of such a person, unless a procedure includes words such as 'treated as a relative' would be excluded from assistance. An employee would find non-assistance in such circumstances difficult to accept and this could actually add to their distress at a difficult time.

Sometimes the provision of leave is actually the last 'help' an employee wants. If there are few arrangements to be made and leave would otherwise be spent in an empty house, particularly one formerly shared with the deceased, with little to do, the alternative of actually coming to work and, at least in some way having one's attention distracted by other matters, and possibly benefiting from the warmth and help of colleagues may be an infinitely more attractive proposition. Whilst respecting the wishes of the employee in such circumstances, a discreet watch for signs of stress should be kept. Sublimating grief by trying to act and work normally can be stressful. If such sublimation occurs over a long period, the stress can build to an unacceptable level, with inevitable results on the work and life of the employee. If work is used as a 'grief substitute' in this way, it may be necessary to allow some flexibility in terms of hours as well a discreetly checking the quality of the work to ensure understandable inattention does not cause mistakes. In this regard the nature of the work involved is critical. It may be inadvisable to allow someone to work on a dangerous process and the provision of some alternative work would be both logical and sensible, although this suggestion needs to be made with considerable tact.

In desiring to respect the bereaved this puts the onus on them to make decisions, and indeed even to read guidance to what assistance is available. Some employees may find this difficult and amendment may be necessary. Basically each case needs to be considered individually

Additional leave requirements

Where a member of staff requires leave in circumstances not outlined above, The Manager will be sympathetic to requests for annual leave or unpaid leave to cover other contingencies relating to bereavement.

If an employee requires further time off work in addition to the paid bereavement leave granted by their manager, then this should be taken as annual leave or unpaid leave.

7. Equality and Diversity

The procedures outlined here should be carried out with due regard to any diversity issues which may have affected either the original situation or the current process. The School's Diversity Adviser and diversity specialists within the Human Resources Directorate are available to support colleagues in this area.

Where a diversity issue (e.g. a disability including chronic physical or mental health conditions) has been disclosed to the School, whether prior to the situation which triggered this process or during the process, the line manager co-ordinating the process is responsible for checking with the employee to determine their needs and for making the appropriate arrangements.

Employees who have not previously disclosed a diversity issue which may be relevant to this process are encouraged to do so, as early as possible, so that it can be taken into account.