



BEREAVEMENT LEAVE POLICY

As an employee of the Company you are entitled to time off work if you suffer a family bereavement. On the bereavement of a dependant, an employee can take time off to make funeral arrangements and attend the funeral.

Close Family

Death of a close family member:-

- Spouse/Partner, Children, Mother and Father, Brother and Sister up to 5 days paid leave including the day of the funeral
- Grandparents, your Spouse's/Partner's parents, brothers or sisters up to 3 days paid leave including the day of the funeral

Other Situations

Death of a family member/friend not mentioned on the list above. You are entitled up to one day unpaid leave to attend the funeral. You can choose to take this time from your annual leave.

Bereavement Leave Form

On your return to work you may be required to complete a Bereavement Leave form.

Each case will be treated on an individual basis and no precedence will be established.

A handwritten signature in black ink, appearing to read 'Adam Bruce', with a stylized flourish at the end.

Adam Bruce
Managing Director

Date 26/5/2015

Issue No:	1
Issue Date:	May 2015
No of Pages:	Page 1 of 1
Document Ref:	AB – WSP