



COMPASSIONATE LEAVE POLICY

Keynsham Town Council 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.

1. If you suffer bereavement you should talk to the Town Clerk who will discuss what arrangements can be made to grant you compassionate leave. These arrangements will always be at the discretion of the Council and will depend on the circumstances of the case and the impact that any absence on your part may have on the organisation. However, the Council will be sympathetic to your need for time off (which may be paid or unpaid at our discretion) to deal with the situation and make any arrangements that may be necessary.
2. Once you have discussed the matter with the Town Clerk, the arrangements will be confirmed to you in writing. If paid time off has been granted, then the amount of time that will be paid will be clearly set out. While on compassionate leave you should wherever possible inform the Town Clerk of any developments that will affect your needs.
3. It is the policy of the Council to grant all employees up to **four days** bereavement time off without loss of pay when a death occurs in an employee's immediate family (i.e. mother, father, wife/husband, live in partner, sister, brother, daughter, son or grandchildren).
4. The length of time off is at the discretion of the Town Clerk or the Personnel Committee. An employee will not be eligible to receive paid

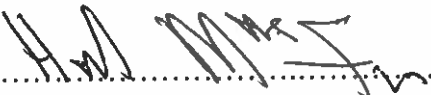
bereavement time-off benefits while off or absent from work because of holiday, sickness (paid or unpaid) or for any other reason. Any time off in addition to the four days should be discussed with the Town Clerk. Reasonable unpaid compassionate leave will be granted taking into account such factors as the relationship with the deceased person and the timing and location of the funeral.

5. One days paid leave will be given to attend the funeral of: A dependent or a close relative - brother, sister, parent, parent-in-law, grandparent, and grandchild. Unpaid leave or holiday must be taken for all other funerals.

6. 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 the Town Clerk 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 date adopted: 18th February 2025

Signed  Town Clerk 18th March 2025

Signed  Chair of Council 18/3/2025