



TRBC Bereavement Policy

It is important to be with and support loved ones at the end of life and to have space and time to grieve and make necessary arrangements. This policy outlines circumstances in which leave can be granted and support given to employees, whilst continuing to ensure that the needs of TRBC and its members are met.

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Section A - TRBC Bereavement Policy

1 Policy statement

- 1.1 It is important to be with and support loved ones who are at the end of life and to have space and time to grieve and make necessary arrangements when bereaved. TRBC acknowledges that individual circumstances vary and, following bereavement, we each respond differently to grief and have distinct roles to play.
- 1.2 This policy outlines circumstances in which leave can be granted and support given to employees of TRBC, whilst continuing to ensure that the needs of the church and its members are met.

Section B - TRBC Bereavement Policy

2 Definition of bereavement leave

- 2.1 Bereavement leave is paid leave that allows an employee time off to deal with their personal grief and related practical arrangements primarily, but not limited to, when a close family member dies. Not all employees will wish to take the full allowance, and some employees will require extra time depending on their circumstances.

3 Leave if a close family member dies

- 3.1 If a close family member dies, the employee will be entitled to up to 5 working days bereavement leave, but the Line Manager has discretion to grant extra days as needed. (See section **Error! Reference source not found.** for the meaning of "working day".)

- 3.2 Close family members are:

- a) Spouse, partner or civil partner
- b) Child*
- c) Parent, parent-in-law
- d) Stepparent
- e) Sibling

* Child includes children where the employee is the adoptive parent, legal guardian or carer. If a child is under 18 or stillborn after 28 weeks of pregnancy, the employee is entitled to additional leave. See Statutory Parental Bereavement Leave (section 6) below.

4 Other family members or close friends

- 4.1 If other family members or close friends die, the Line Manager has discretion to grant leave, which may be paid or unpaid depending on the circumstances.

- 4.2 This could be for example for:

- a) Grandparent
- b) Grandchild
- c) Aunt or uncle
- d) Close friend

- 4.3 The Line Manager has discretion to grant leave, which may be paid or unpaid, for certain circumstances not covered by paragraphs 3.2 or 4.2 when someone known to the employee has died. This might include situations when the employee is responsible for funeral arrangements or must travel a distance to attend a funeral.

5 Meaning of "working day"

- 5.1 The working week is the contracted weekly hours.
- 5.2 For a full-time employee, a working day is the number of hours contracted for work in a day.
- 5.3 For a part-time employee, it is the number of hours contracted for work where the relevant day forms part of the normal working pattern.
- 5.4 For employees with variable working hours, the entitlement will be pro rata for each relevant working day, based on the average hours worked over the last 12 months before the leave request was made.

6 Statutory Parental Bereavement Leave

- 6.1 Employees are entitled to 2 weeks Statutory Parental Bereavement Leave if a child:
- a) dies under the age of 18
 - b) is stillborn after 24 weeks of pregnancy
- 6.2 For further information, see <https://www.gov.uk/parental-bereavement-pay-leave>.

7 Statutory Parental Bereavement Pay

- 7.1 See <https://www.gov.uk/parental-bereavement-pay-leave> for full information.

8 Responsibilities

- 8.1 All employees will speak to their Line Manager and seek authorisation for bereavement leave as soon as possible.
- 8.2 Line Managers will:
- Deal with all requests for bereavement leave promptly and with empathy and compassion.
 - Advise whether time off will be paid or unpaid depending on the circumstances.
 - Ensure adequate cover is arranged where appropriate and communicate their absence to the rest of the team.
 - Remind employees of support that is available from other agencies (see section 11).

9 Bereavement during Annual Leave

- 9.1 An employee who suffers a bereavement whilst on annual leave may have the opportunity to convert some of their annual leave into bereavement leave and take the annual leave later. Affected employees should discuss their situation with their Line Manager at the earliest opportunity.

10 Returning to work after Bereavement Leave

- 10.1 Employees returning to work after bereavement leave may return to their normal working arrangements or, with agreement, on a phased return basis. Sometimes a full return to work may not be possible immediately, for example, where new childcare arrangements must be sourced or responsibility for the care of an elderly or support-dependent parent has transferred to the employee. Any change can be discussed with the Line Manager.
- 10.2 An employee with concerns about their ability to perform their role following bereavement should discuss this with their Line Manager. Consideration will be given to reasonable adjustments to working arrangements and to any support that can be given.

11 Agencies that offer support

- 11.1 The following agencies offer support to people who have been bereaved. Inclusion of an agency within this policy is not an endorsement or recommendation of the services offered by that agency and employees are responsible for any arrangements they make with such agencies.
- [Anchor Counselling](#) Christian counselling service operating in Horsham
 - [Cruse West Sussex](#) – helpline 0808 808 1677
 - [Winston's Wish](#) – offers support to those supporting bereaved children – helpline 08088 020 021
 - [Child Bereavement UK](#) – provide support to bereaved children and families and those supporting them – helpline 0800 02 888 40
 - [Samaritans](#) – helpline 116 123

Section C - Version control

Version	Comment	Date	Approved by
v0.1	First draft of TRBC Bereavement Policy	03/03/2025	
v1.0	Approved version	20/05/2025	Trustees