



SAFFRON WALDEN
TOWN COUNCIL

Compassionate/Bereavement Leave Policy

Version	Date Adopted	Minute Reference	Date of Review
1	New policy proposed for adoption – for consideration at the September 2026 F&E meeting		

In the event an employee suffers a bereavement in their immediate family, the Council will exercise its discretion to allow reasonable time off to attend a funeral. What is reasonable will be determined on a case by case basis and the type of leave, whether paid or unpaid, will depend on the circumstances and the relationship the employee had with the individual.

In addition, there may be occasions where it may be necessary for an employee to take compassionate leave. Again this will be considered on a case-by-case basis and dependant on circumstances, may be paid or unpaid.

The amount of leave granted will not normally be more than 5 days.

An employee will not be eligible to receive paid bereavement or compassionate time-off benefits while absent from work because of holiday, sickness (paid or unpaid) or for any other reason.

Requests for bereavement or compassionate leave should be made to the Town Clerk, Deputy Town Clerk or HR Officer.

Other types of leave may be available under our separate policies.

See also:

- Carer's Leave policy
- Emergency Time Off for Dependants policy
- Parental Bereavement Leave policy
- Parental Leave (Adoption, Maternity and Paternity) policy – this includes Bereaved Partner's Paternity Leave