Bereavement Leave

PACE acknowledges that every bereavement is different, and grief impacts everyone in different ways. If a close family member or someone close to you has died, please speak with your manager as soon as possible so we can support you.

We know our staff come from different communities and religions and have different responses to death and bereavement practices. We encourage you to speak with your manager about your traditions and how you would like them, and your colleagues, to respond to your bereavement.

You will be able to take up to 3 days of paid leave. If you need to take additional days, you will be allowed to take annual leave or unpaid leave (without the need for notice). To request this, leave please speak with your manager and then request the leave with the HR system.

We do not want to be prescriptive of what constitutes someone close to you, this is based on trust. If you do not need to take the full allowance, please do not request it.
If you have to attend a funeral of someone less close to you, we do our best to accept your request for leave at short notice. This time off is usually unpaid, or you may be asked to take annual leave, however you might be paid for up to one day.

If you are a parent whose child has died, please refer to the parental bereavement policy.

If you cannot return to your agreed working pattern after your leave you can make a request for a phased return where you work fewer or different hours. This might be because your grief might impact your ability to perform your role, or where new arrangements have to be made. If you need to request this change, please email your manager (and copy in Human Resources) as soon as possible.

If anyone makes multiple requests for bereavement leave your manager may invite you for a discussion about the requests.

Please also refer to the mental health and wellbeing policy.