

Bereavement Leave Policy

Rev 1

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Managing Director - Kevin Hague



AARSLEFF CENTRUM



**CANNON
PILING**
a part of Aarsleff Ground Engineering Limited

1. POLICY STATEMENT

1.1 This policy applies to all companies within Aarsleff Ground Engineering Ltd UK and Avoncross Ltd, including companies trading as Centrum Pile and Cannon Piling (referred to in this statement as 'The Company').

1.2 This policy is non-contractual, and the Company reserves the right to amend or withdraw the policy at any time at the Company's discretion.

1.3 We understand that going through bereavement can be a very sad and distressing time for employees and that individuals will be affected in different ways. The purpose of this policy is to ensure that employees who are going through bereavement know how to access the support available.

1.4 We aim to create an open and supportive workplace where managers and employees can discuss any issues associated with bereavement. This policy sets out the support the Company will offer employees in this situation and the process to request time off.

1.5 You will not be discriminated against or subjected to a detriment for taking leave in accordance with this policy.

2. ENTITLEMENT

2.1 Employees are entitled to Bereavement leave under this policy in the event of the loss of a:

2.1.1 Spouse or civil partner

2.1.2 Parent

2.1.3 Child

2.1.4 Grandparent

2.1.5 Sibling

2.1.6 Stepchild/Parent

2.1.7 Close Friend

2.2 We recognise that employees may experience bereavement if they are going through the loss of someone other than those set out above. In this situation, we encourage you to talk to your manager if you need support or time off.

2.3 We cannot guarantee that requests for time off will be authorised in these circumstances, but your manager will use their discretion when considering your request and discuss the options available with you.

3. RESPONSIBILITIES

3.1 So that your manager can fully support you if you are going through bereavement, we encourage you to speak to your manager as soon as possible, who will treat the matter with complete confidence. Any requests for time off should be agreed with your manager.

3.2 For your manager to implement the most beneficial support for you, we encourage you to be as open and forthcoming as possible. We understand that these discussions may be difficult and upsetting but would like to assure you that they will be met with sensitivity, empathy and care.

3.3 We recognise that this is a sensitive issue so if you don't feel comfortable discussing your situation with your manager, you are encouraged to speak with another senior member of the team or a member of the HR team.

3.4 We would like to remind you that you also have access to a 24 hour telephone counselling service and encourage you to use it if you feel you would like to talk to someone about your situation. The service can be accessed through healthassuredeap.com or via the free 24-hour confidential helpline on 0800 047 4097

3.5 If you feel that you need any additional support, please contact our Employee Assistance Programme, Wisdom AI, where a 24-hour helpline is available to support you through any of life's issues, this is a completely confidential service and your details will not be shared with the Company, this service can be accessed directly via phone on 0800 047 4097 or via the website at [Wisdom \(healthassured.org\)](http://Wisdom(healthassured.org))

4. TIME OFF

4.1 We recognise that people react to bereavement in different ways, therefore we feel that it is not appropriate to have fixed rules for time off. If you need time off, you should speak to your Line Manager who may agree this with you, taking into account your personal circumstances and the needs of the business.

4.2 Options for time off may include taking paid/unpaid leave, booking annual leave (which will be considered in accordance with our usual annual leave procedures)

5. RETURN TO WORK

5.1 On your return to work, your manager will talk to you to discuss what adjustments can be implemented to support you.

5.2 Please rest assured that we will do everything reasonably possible to support you and ease your transition back to work.