

Rights To Time Off in the Event of a Bereavement

Employees will be entitled to paid leave to help make arrangements following the death of a family member as detailed below.

This will be paid at a standard day of 7.6 hours (8.1 hours for those on a 4 on 4 off shift pattern). The table below details the amount of paid bereavement leave based on the type of bereavement suffered.

BEREAVEMENT TYPE	PAID DAYS
- Spouse	- 3
- Child	- 3* (plus statutory parental bereavement pay if eligible)
- Parent	- 3
- Sibling	- 2
- Mother-in-law	- 2
- Father-in-law	- 2
- Total	- 15

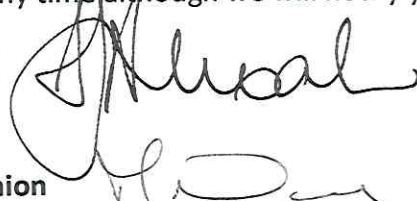
Requests for bereavement leave should be made using the 'Authorised Leave Request' form and will be approved by the manager who will then inform payroll and detail this on the clock card. For employees who need additional unpaid time for this reason it will be necessary for them to speak directly to their manager or Human Resources to discuss the options available. Normal sickness arrangements apply for employees absent from work for more than 7 consecutive days and, on the 8th day onwards, a GP note covering absence will be needed.

*In line with the legislation, any employee suffering the death of a child aged under 18 years for whom they have parental responsibility or a still birth after 24 weeks of pregnancy is entitled to 2 weeks statutory parental bereavement leave. Where the employee has at least 26 weeks continuous service, on the Saturday before the child's death, they will be entitled to statutory bereavement pay for 2 weeks. The three full paid days will be topped up from the statutory bereavement pay.

Status of this procedure

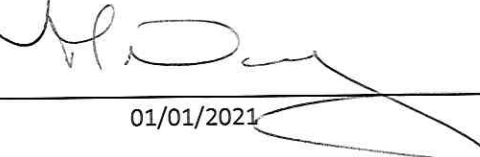
This procedure does not give contractual rights to individual employees. The company reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.

Signed on behalf of Wm. Lee Ltd



DATE: 29 Jan 2024

Signed on behalf of Unite the Union



DATE: 22 - 1 - 24