

Employees who are dealing with the effects of a death customarily request bereavement leave from their employer to help them during this period, and to allow them time off from work to make funeral and other arrangements and attend the funeral.

The statutory right to time off in the event of bereavement is limited to unpaid time off following the death of a "dependant". But many employers adopt a compassionate leave policy that offers more generous time off work terms to support employees when a relative, partner or partner's immediate relative dies. Some employees may be entitled to take leave under their contract of employment, or the employer may grant leave under an express but non-contractual policy.

This briefing has been produced to explore the policy and best practice arrangements for bereavement leave. It includes a negotiating checklist and a draft bereavement leave policy.

Statutory Rights: Dependants

Employees have no specific statutory right to bereavement leave but the law covers time off following a dependant's death. There is no statutory right to be paid during the time off and a number of policies show that it is common to have unpaid time off. However GMB recommends that policies should be negotiated so that time off is paid.

The law only identifies an entitlement "*to be permitted*" to take time off. Whether or not employees are paid will be dependent on the discretion of the employer, or the terms of the contract.

A "**dependant**" is defined as a spouse or civil partner, a child, a parent of the employee or any person who lives in the same household as the employee other than as an employee, tenant, lodger or boarder.

In addition, it includes anyone who reasonably relies on the employee for assistance or to make arrangements for care when that person falls ill or is injured or assaulted, and anyone who relies on the employee to arrange the provision of care. The definition does not extend to grandparents or other relatives or close friends unless they happen to live with the employee.

Therefore, when a dependant dies, you can take (unpaid) time off to make funeral arrangements, as well as to attend a funeral. However this does not extend to the right to compassionate leave as a result of bereavement.

There is no statutory right to time off for grief following a dependant's death but some companies allow for this by having a compassionate leave policy as well to cover other arrangements not connected to the funeral.

The TUC advises that any policy for time off for dependants should be separate from an agreement on bereavement or compassionate leave.

The specific legislation for the right to time off in relation to dependants is set out in s.57A of the Employment Rights Act 1996 and amended by the Employment Relations Act 1999. This states that any employee "***is entitled to be permitted by his employer to take a reasonable amount of time off during the employee's working hours in order to take action which is necessary... in consequence of the death of a dependant***".

Time off for a funeral

Employees are entitled to take a "**reasonable**" amount of (unpaid) time off work to provide assistance following the death of a dependant. What amounts to a "reasonable" is not defined in the legislation and will depend on the circumstances of each case. However, the right is limited to time off to take action that is necessary in consequence of the death of a dependant, such as arranging and attending funerals.

Employers should also bear in mind that different religions have differing customs and traditions in the event of death, and they may need to be flexible and permit an extended period of leave in some cases.

Some religions have several ceremonies when someone dies. These can include a period of mourning or receiving condolences which certain close relatives may be required to attend. The funeral itself can vary in length and be followed by burial or cremation. There may be a separate ceremony for cremation and another for the ashes. Some of, or the entire funeral may take place in another part of the UK or abroad.

Many of our members may have families in other parts of the world and require extended travel, these details must be taken into account when deciding on requests for additional bereavement leave. For example, in Hinduism close relatives observe a 13-day mourning period after cremation. In Judaism immediate family members are required to stay at home for a period of seven days' mourning following a death.

The new Equality Act encompasses the Employment Equality (Religion or Belief) Regulations which prohibit discrimination in the workplace on the basis of religion or similar belief. Refusal by an employer to allow employees to take reasonable time off in which to comply with their religious beliefs following a dependant's death, regardless of the religion, may be discriminatory.

Since the timing of bereavements and other family emergencies is not within an employees' control, it is preferable for upper limits on leave to be applied to each incident rather than to set time periods. Where employers insist on the latter, reps negotiating workplace policies should aim at least to ensure that bereavement leave is not "lumped in" with other forms of compassionate leave when calculating whether the limit has been reached.

In the absence of a contractual provision or express terms, how much time off an employee is able to take will depend on the employer exercising its discretion, and to what extent it has granted leave, whether paid or unpaid, in the past.

Negotiating checklist: what a bereavement policy should cover

While employers are under no legal duty to offer bereavement or compassionate leave (paid or unpaid) for employees who have suffered bereavement, it is widely considered that they have an ethical obligation to do so. Care must be taken to ensure that any policy on bereavement leave is applied in a non-discriminatory fashion. Reps should aim to ensure that:

- Time off is paid; ideally the policy should permit some flexibility in allowing additional paid or unpaid leave, depending on the circumstances of the bereavement.
- It is preferable, for the policy to give details of the relatives and others to whom bereavement leave applies – the more detailed, the better. The definition of dependants should be based on responsibility for the person, rather than a narrow definition of family members, and so could include adoptive, fostered and step-children as well as birth children. The policy should not discriminate against same-sex partners and extended family members, where the employee has significant responsibility for them.
- The policy could provide for a variable amount of leave depending on the relationship of the employee to the deceased. See Tables 2/3 for examples.
- There should not be any length-of-service requirement as this would be in breach of the Equality Act 2010.
- Flexible working: You may need to consider the effects bereavement has on some people and that they may not be able to carry out normal duties. If necessary you could include some period of flexible working especially where the role may be a public facing one.
- The policy could also cover offering the employee, counselling or bereavement support with an outside organisation. This could be linked to an employee assistance programme.

DRAFT MODEL BEREAVEMENT LEAVE POLICY AND PROCEDURE

Introduction

[[AnyCo Ltd](#)] seeks to support employees when someone close to them dies and aims to be flexible and sympathetic when dealing with requests for bereavement leave.

Bereavement leave is leave requested by an employee to deal with all necessary arrangements following the death of a relative or someone with whom they have a close relationship. This could include making arrangements for the funeral or attending the funeral itself [and/or tasks related to carrying out the duties of an Executor.]

This policy applies to all employees of [[AnyCo Ltd](#)], full and part time, temporary and permanent.

Entitlement

Employees may suffer an initial emotional shock when someone close to them [as set out in the entitlement below] dies. They are entitled to [[one day's paid bereavement leave](#)] [paid at the average rate of pay] on the day or the following day of the bereavement if this is a working day.

In addition, employees are entitled to paid bereavement leave as they require up to a maximum for each event of bereavement as follows:

[5] day's paid leave Death of spouse, partner¹, child, step-child, parents, step-parents, grandparents, brother, sister, partner's parents or partner's child.

[1] day's paid leave Death of other immediate relative, or person living in the same household as the employee², or partner's immediate relative.

Bereavement leave is not dependent upon grade, length of service or whether the employee has already taken bereavement leave during the last 12 months.

Sympathetic consideration will be given to requests for a day's leave to attend the funeral of a close friend or a work colleague. Anyone wishing to attend the funeral should apply to their manager for authorised absence. Up to half a day or four hours is allowed with pay.

Notification

Wherever possible, employees should request leave in advance from their line manager. However, given the purpose of this leave it is recognised that this will not always be possible.

Where it is not possible to notify the manager in advance of taking leave, the employee (or relative or friend) must contact their manager on the first day of absence and notify her/him of the death of their relative/dependant and the likely duration of absence.

Where requests for absence are refused the manager must provide the employee with a written record of the reasons for refusing leave. The employee has a right of appeal against any refusal to the next level of line management.

Additional Leave

[[AnyCo Ltd](#)] recognises that circumstances, the nature of relationships and the required observances of different religions, cultures and beliefs vary. In circumstances where extensive travel or long periods of mourning are required, requests for additional bereavement leave or special leave will be given full and sympathetic consideration, and [[AnyCo Ltd](#)] will permit an extended period of [unpaid] leave.

Return to Work following Bereavement

Where a member of staff has taken leave under this Policy, the manager should meet with the member of staff on their return to work to discuss any support arrangements [including flexible working arrangements] and, if appropriate, to advise the member of staff that confidential counselling is available through [[Occupational Health XXCounsellingCo](#)]

Where an employee is unable to return to work following bereavement leave, he/she should discuss with their manager taking any further period of absence as annual leave, [flexi-leave] or unpaid leave.

In the case of sickness absence related to the effects of bereavement, the procedures set out in [[AnyCo Ltd](#)] 's sickness absence policy should be followed.

¹ Or civil partner

² Dependants of the employee, it does not include tenants or boarders living in the family home.

EXAMPLES OF POLICIES:

LRD's Payline database contains details, of more than 600 agreements and policies on bereavement or compassionate leave. As well as revealing wide variations in the amount of leave offered, these policies show that it is common for bereavement leave to be unpaid and in most cases the amount of leave granted will be at managers' discretion. Where the leave is paid, some consideration may need to be given to employees with irregular working hours. Delivery and depot workers at Dairy Crest receive their P60 earnings or the basic rate, whichever is higher, while the agreement covering the leather goods industry states that average earnings will be paid.

More than 220 policies on the LRD PayLine database involve a maximum of five days bereavement leave following the death of a dependant or close relative, making this by far the most common leave arrangement. Of these agreements, 76% are paid.

Table 1 below shows the most generous leave provisions recorded on the LRD Payline database and most of them are in the public sector, and concentrated largely in the NHS or Education. These are the only policies for which more than five days' paid leave following bereavement is generally available.

Some policies specify a maximum level of leave but then provide for longer periods in those relatively rare situations where the funeral will take place abroad. University College London's five-day limit on bereavement leave can be doubled if the employee has to return to his/her country of origin. Edinburgh City Council and Henley College Coventry, both allow for the normal limit of 5 days' paid leave to be exceeded in special cases where long distance may be needed to travel but in both cases, the excess will be unpaid.

AEI Cables is unusual in having specific provisions for situations where more than one family member is employed by the company; following the death of a parent, spouse or child, the employee with responsibility for organising the funeral is eligible for five days' paid leave, while the other(s) get three days.

Age UK has a very broad definition covering dependants but also mentions additional unpaid time off where the employee is an executor of a will.

Table 1: Best bereavement leave provision: those with more than 5 days

Agreement	Paid leave per bereavement	Discretionary?	Relationship to employee
Time Out	15 days	No	not specified
Parcelpoint	15 days	Yes	care of sick dependants and bereavement
Remploy	10 days up to 15 days at discretion	Yes	not specified
Cornwall County Council	Up to 10 days	No	Partner, parent or child
Caradon District Council	10 days	No	Partner or child
Ashford and St Peter's Hospitals NHS Trust	Up to 2 weeks of normal working time	Yes	Partner, parent or child
Fox's Biscuits	10 days	No	spouse/partner/child
Trench UK	10 days	No	partner/ child
Further Education (England) Lecturers	10 days	Yes	also covers serious illness of close relative
South Devon College	up to 10 days per year	Yes	not specified
Random House	10 days		

Agreement	Paid leave per bereavement	Discretionary?	Relationship to employee
Northumbria University	10 days	No	Dependant or relative
Brunel University	Up to 10 days	Yes	husband, wife partner, close relative
Nottingham Fire & Rescue	10 days/may be extended to 3 weeks at discretion	No	spouse, partner, child, parent, dependent, relative
Ideal Boilers	10 days	No	spouse/partner or child or where single employee lives with parents
London Fire & Emergency Planning Authority	10 days	Yes	serious illness/ bereavement of family members
Control Techniques	10 days: Up to 2 weeks	Unclear	Not specified
University College, London	5 days but up to 10 days	Yes	depending if returning to country of origin
School of Pharmacy	up to 8 days		serious illness or death of close family member or someone acting in loco parentis++
N.East Surrey College of Technology (NESCOT)	8 days plus 1 for funeral	Yes	not specified
P&O North Sea Ferries	7 duty periods	No	Parent, sibling, dependant relative
Svitzer Marine (Tees)	7 days	Unclear	immediate family
Dover District Council	7 days (and 30 days unpaid leave)	No	Not specified
Boston Borough Council	7 days plus 20 days unpaid	No	not specified
Luton Borough Council	Up to 7 days**	Unclear	Partner, parent, child, sibling or legal guardian
Nottingham Trent University	5 days, or 10 days at the discretion of the head of department	Yes	Partner, parent, dependant or child
Liverpool Primary Care Trust	6 days	Yes	Not specified
Lancashire Fire & Rescue	6 days	Yes	bereavement or illness of near relative
Suffolk Fire and Rescue Service	Up to 3 days, but the chief fire officer can authorise up to 10 days	Yes	Not specified
Newport Transport	5 to 7 days up to & including the funeral	Yes	Close family
Birmingham Children's Hospital NHS Trust	Up to 6 days	Yes	Not specified
Southampton City Council	Up to 6, or more in consultation with HR	Unclear	Immediate relatives or nominated partners~~
Airedale NHS Trust	Up to 3 days, or up to six days at line manager's discretion	Yes	Closeness of relationship is a factor in the line manager's decision****

NOTES:

++ School of Pharmacy: 8 days on the serious illness or death of a close family member such as a father, mother, sibling, spouse, child, partner or someone who has acted in loco parentis or on the death of a parent in law, a more distant relative where the employee is responsible for funeral arrangements or someone who is perhaps not an immediate relative but with whom the member of staff has a close relationship

**** Luton Borough Council.** 3 days, plus 2 if the employee is required to make arrangements for the funeral, estate etc. "Sympathetic consideration" is given to allowing up to two days for travel to and from the funeral.

~~ Southampton City Council: When bereavement involves immediate relatives or nominated partners, consideration should be given to funeral arrangements, amount of travel involved and attendance at funeral. The term "immediate relative" would normally include a partner, parent, child, brother or sister, but it may be appropriate to include another relative or relative of the partner who has a very close association with the employee."

****** Airedale NHS Trust:** Other factors include responsibility for funeral arrangements and date/location of funeral.

Who qualifies?

Although employment law is specific about the types of dependant whose death entitles an employee to time off for funeral arrangements, workplace policies rarely adopt this legal definition – indeed, most of them extend the availability of leave to situations where non-dependent relatives have died.

A surprisingly large number of policies are unspecific about how close the employees' relationship with the deceased person has to be before bereavement leave will be granted – many, particularly those in the private sector, simply say that leave is available on the death of a "near relative/dependant", an "immediate relative", a "family member", a "blood relative" or a "partner/close relative", for example. The vagueness of these provisions creates the potential for bereaved staff to disagree with their employers over whether they qualify for bereavement leave, causing further distress at an already difficult time for the employee. Therefore it is best to be specific.

Rhodia Consumer Specialities includes legal guardians and parents-in-law in its list of "close family members", Peugeot specifies that its policy for its manual workers covers natural, adoptive and foster children, and the policy negotiated by the Narrow Fabrics Joint Industrial Council (JIC) makes it clear that same-sex partners are included in the definition of "spouse".

Compassionate leave

While most of policies are dedicated solely to bereavement leave, there are a significant minority of cases where bereavement is included in a wider policy on "compassionate leave". On average, these policies seem to be no more or less generous than those that focus on bereavement alone, but a few of them specify a maximum level of compassionate leave (or, at least, paid leave) that can be taken over a set period. In addition to bereavement, compassionate leave typically covers situations such as a close relative's serious illness or the need to care for dependants in an emergency – clearly it will be the case that, the more types of leave are covered by the policy, the more likely it is that staff will reach the maximum allocation and be denied paid leave in a bereavement situation.

Sliding scale

It is common for policies to specify a maximum level of bereavement leave rather than a standard level, implying that the amount of leave granted in each individual case will be at the discretion of a manager. Some policies have different levels or scales of bereavement leave depending on the relationship to the employee. In such cases, it is generally preferable for the policy to state this openly and transparently.

Table 2 shows agreements with three levels of sliding scale arrangements and Table 3 shows two levels. The numbers in brackets show the number of days leave granted by the March 2011

agreement. It is clear from these tables that siblings in particular are treated very differently by different employers. It is also notable that a few policies specify in-laws at a secondary level.

Table 2: Three levels of sliding scale arrangements

Primary, Secondary and Tertiary Agreements			
	Primary	Secondary	Tertiary
Trench UK	partner/child (10)	parents/parent-in-law (5)	grandparent/ sibling (3) aunt/ uncle/ niece/nephew/ cousin (1)
Fox's Biscuits (Northern Foods)	Spouse/Partner/Child (10)	Brother/ Sister/ Parent/ Grandchild (5)	Grandparent/ Parent-in-law/ Brother-in-law/Sister-in-law/ Son-in-law/ Daughter-in-law (2) Split into 2 days: date on which the employee is informed of the bereavement & date of the funeral
Age UK	Immediate family which includes spouse/partner, parent; legal guardian; brother; sister; child's spouse; grandchild; grandparents; in-laws; step relatives and a person living in the same household other than as his/her member of staff, tenant, lodger or boarder. (2-5)	Other relatives including aunt; uncle; cousin; niece and nephew. (1)	Additional time off, without pay, will be considered favourably where appropriate (eg where the member of staff is an executor of the will).
Health & Safety Executive	close relative, spouse or partner (5)	More distant relative if acting as the executor or responsible for the funeral arrangements. (3)	To attend the funeral of more distant relatives. Up to 2 additional days where long distance or difficult journeys are involved (3)
National Audit Office	spouse, partner, dependant, or co-resident person/sibling/child (5)	co-resident parent, child, sibling; more distant if executor etc (3)	To attend funeral of more distant relation (3days if long/difficult journey (1-3)
Grampian Country Pork	spouse, parent, son or daughter (5)	Brother or sister. (3)	spouse's parents (2)
Leeds Bradford International Airport	spouse, partner or child (5)	parent, grandparent, sibling or grandchild. (3)	other blood relatives or relatives in law (2)
Honda UK	parent, child, spouse/partner, stepfather/stepmother (5)	sibling or parent-in-law (3)	grandparent, brother-in-law, sister-in-law, grandchild (1)
Nissan	Partner, son, stepson, daughter, stepdaughter, parent or stepparent. (5)	brother, stepbrother, sister, stepsister or parent-in-law (3)	grandparent, grandchild or other in-law- funeral only (1)

	Primary	Secondary	Tertiary
Peugeot	Father, mother, spouse, child (natural, adopted or fostered). (5)	Spouse's parents, brother, sister, any relative living in the employee's home or any person nominated as the employee's next of kin prior to bereavement. (3)	Grandparents, spouse's grandparents, grandchild, spouse's grandchild. (1)
Siemens Power Generation	Spouse/Partner/Child (5)	Parent/Brother/Sister, Mother/Father-in-Law (3)	Grandchild/Grandparent/Aunt/Uncle/ Sister-in-Law/Brother-in-Law (1)
Institute of Education	Child, parent, partner or next-of-kin or nominated next-of-kin. If the employee has to return to their country of origin or the country where their family now lives up to a further five days paid leave may be granted. (5)	death of another immediate close relative (3)	To attend the funeral of a close friend or other relative. (1)
Zotefoams	husband, wife (5)	child (5) or organising funeral, foreign travel required , son, daughter (3)	Sibling, In-law, parent (2), Grandparent (1)
Walkers Shortbread	spouse, child or parent (5)	sibling (3)	grandparents/in-laws (1)
Jacobs Bakery	Parent, Child, Spouse, Partner (5)	Sibling (2)	Grandparent, Grandchild, Mother in law, Father in law, Brother in law, or Sister in law. (1)
Knitting Industries NJIC	Parent, spouse/partner or child. (5)	brother or sister (2)	parent in law, grandparents or grandchildren (1)
University College, London	Own child, next-of-kin or nominated next-of-kin, partners, parents, parents-in-law. Up to 10 days for return to country of origin. (5)	Immediate close relative (2)	close friend or other relative (1)
Leather Producing Industry	Partner, child or parent (5)	Paternal/Maternal grandparents, grandchildren, sibling (2)	Mother-in-law or Father-in-law (1)
London Metropolitan University	spouse or partner, parent, child, or a person whom the member of staff maintained or with whom the member of staff shared the home, in the case of a member of staff having no spouse, parent or child. (3)	sibling (2) plus up to one day with pay to attend the funeral. Where the funeral takes place at a distance of more than a half day's journey from London, up to three days with pay will be granted for attendance at the funeral.	Grandparent, grandchild of a person standing in loco parentis to the member of staff or to whom the member of staff stands in that relation).(1)Where the funeral takes place at a distance of more than a half day's journey from London, up to 3 days

	Primary	Secondary	Tertiary
Luton Borough Council	immediate family (eg spouse, partner, parent, child, brother, sister or legal guardian).(3)	other members of the family (ie grandmother, grandfather, aunt, uncle, nieces, nephews and in-laws) (1)	A further 2 days if required to make arrangements for the funeral, estate, etc
Otto UK	spouse, parent or child (5)	Sibling, grandparent, uncle/aunt or in-law. (1)	friend, colleague, neighbour or ex-colleague (0.5)
Scottish Bakers	spouse or child (4)	sister or brother (3)	grandparent or parent-in-law (1)
Leather Goods JIC	Parent, spouse or child. (4)	sibling (2)	Grandparent (1)
Princes Soft Drinks	parent, spouse, partner or child (3)	mother-in-law/father-in-law (2)	other family members (1)

Table 3: Two levels of sliding scale arrangements

Primary and Secondary Agreements		
	Primary	Secondary
Ashford & St Peters Hospitals NHS Trust	Partner, parent or child (10)	Members of the immediate family (or similar relationship). Depends on closeness of relationship, responsibility for funeral arrangements, support to others, and distance involved (5)
Cornwall Council	Child or parent (10)	relative or close friend (5)
Caradon District Council	child or partner (10)	mother or father (5)
Ideal Boilers	spouse/partner or child, or where single employee lives at home with parent (10)	close family members ie parent, sibling (3)
Coventry University	Spouse, partner, child, parent, grandchild or similar. (5)	Relative not covered by primary entitlement. (3)
Palmer & Harvey McLane	Parent, spouse/partner or child. (5)	Sibling (3)
Engineering Construction NJC	Spouse, civil partner, child, parent or sibling. (5)	parent of a spouse or civil partner (3)
Abingdon Flooring	Bereavement of Parent (5)	In-laws, brother, sister, Nan, grandfather (3)
Narrow Fabrics JIC	Spouse (including same sex partner); child, parent; sibling. (5)	Mother in law, Father in law; Brother in law; Sister in law; Grandparent; Grandchild. (3)
AEI Cables	Parent, spouse, child. If more than one member of the family is in employ, the family member who is responsible for the organisation of the funeral (5) other member(s) (3)	sibling, in-laws, grandparents (3)
Tesco Distribution	parent/parent in law, grandparent, spouse/partner, sibling, and child (5)	other family member (3)
Bournville College of FE	Near relative ie parent, spouse, sibling, child, grandparent, grandchild, parent in law, daughter or son in law or death of a person in special relationship to the employee. (5)	In cases of special hardship up to 10 days leave with pay may be granted

	Primary	Secondary
Bromley College	Serious illness or death of spouse, parent, child, sibling, grandparent, grandchild or person with whom the employees shares a home or in special circumstances other near relative. (5)	Father in law or mother in law. (2)
Aberdeen University	For close relation - spouse / parent/ sibling/ child (5)	Day of funeral for relation, including relatives-in-law (1)
Allied Bakeries	Spouse, child or parent/guardian. This includes common law relationships established as next of kin. (5)	Brother, sister or grandparent (1)
City College Southampton	Partner, parent or child: A longer period may be granted in specific circumstances, eg if the funeral is delayed due to a post mortem or if the death occurred abroad. (5)	Other relative or friend: 1 day to attend the funeral and up to a further 2 days if significant travelling is involved or if you are the only person available to make the funeral arrangements. (1)
Crown Prosecution Service	Close relative ie father, mother, brother, sister, husband, wife, son, daughter or on the death of a partner. (5)	Another close relative ie grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law. Or on the death of a partner's close family. (1)
Redcar & Cleveland BC	spouse/partner, parents, child, sibling (5)	other family relationships (1)
Bath University	Immediate family member (parent, spouse, partner, child, or any person living as member of employee's household).(3) if responsible for organising funeral arrangements (5)	maximum of 1 day to attend funeral of a relative
Bolton University	Immediate family (parent, sibling, child. If overseas, length of absence to be agreed with manager. Paid time off will also be granted to attend the funeral of other close relatives/friend. (5)	For in-laws, unpaid time off to make funeral arrangements and attend funeral (unpaid)
Birmingham Womens Healthcare NHS Trust	Spouse/partner, child/grandchild, parent/grandparent, sibling, mother-in-law/father-in-law or any close relative living with employee. Also where employee has a particularly close relationship with the deceased. (3)	Up to a further 3 days if there are special or unusual circumstances.
Matthew Walker Cakes	Because of the 4 day working week bereavement leave has now been pro rata'd from 5 to 4 days for immediate family ie parents etc and from 3 to 2.5 days for the extended family ie grandparents etc	3 to 2.5 days for the extended family ie grandparents etc.
Furniture JIC	Spouse, parent, child, sibling. (3)	Grandparent, mother/father-in-law, son/daughter-in-law. (2)
Arriva	Parent, Daughter, Son, Stepchild - 3 days where employee is legally or financially responsible. (3)	Brother, Sister, Mother/Father-in-law, Daughter in Law/Son in Law, Grandparent. (1)
Ulster University	spouse or partner, children and step-children, parents and step-parents, siblings and step-siblings (3)	grandparent, grandchild, mother or father in-law, brother or sister in-law.

	Primary	Secondary
Brunel University	Husband, wife, partner or other close relative, eg. parent, child, brother or sister. (2 to 10)	Funeral of close relative or 'in-law' (1)
Buckingham Fire & Rescue Service	(husband, wife, parent, child, brother, sister, grandparent, grandchild, or person in 'in loco parentis' relationship (where none of these, a person whom the employee maintains or with whom they share a home) (2)	funeral, extendable to two days if extended travel arrangements are involved (husband, wife, parent, child, brother, sister, grandparent, grandchild, or person in 'in loco parentis' relationship (where none of these, a person whom the employee maintains or with whom they share a home) (1)

Source: LRD PayLine Database

GMB members and staff have FREE access to LRD databases which can be used for negotiating, bargaining and other trade union related information.

LRD PayLine, GMB Pay and Conditions service contains more than 2300 agreements, including over 400 GMB agreements. To access the service: www.lrd.org.uk/payline (username **gmb**, password **wtem89**) or connect to the system from the GMB Members Area on the GMB National website www.gmb.org.uk

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