Cyngor Cymuned
Trefriw
Community Council

FAMILY LEAVE POLICY

This policy was adopted at a meeting on
8th September 2026
and will be reviewed in September 2029
or sooner should legislation dictate

Trefriw Community Council (TCC) offers employees statutory leave and pay for a number of different family-related situations, as per the relevant UK employment law. This includes a range of entitlements, applicable from day one of employment with TCC, including:

- Maternity leave
- Paternity leave
- Shared parental leave and parental leave
- Adoption leave
- Neonatal care leave
- Parental bereavement leave
- Right to time off for those with dependents (including dependent adults)

These entitlements, including notice periods, can be found online at https://www.gov.uk/browse/employing-people/time-off

Welsh (Cymraeg) versions are available at:
https://www.gov.uk/tal-absenoldeb-mabwysiadu
https://www.gov.uk/tal-absenoldeb-mamolaeth
https://www.gov.uk/tal-absenoldeb-tadolaeth
https://www.gov.uk/absenoldeb-a-thal-ar-y-cyd-i-rieni
https://www.gov.uk/cyflogwyr-tal-absenoldeb-rhieni-profedigaeth

Death of a dependent

Trefriw Community Council ("the organisation") acknowledges the personal nature of bereavement and grief and is committed to supporting employees in practical and reasonable ways. Therefore, TCC also offers non-statutory support following the death of a dependent person as set out below.

1. Paid bereavement leave

Bereavement leave is paid leave that allows an employee time off to deal with their personal grief and related practical arrangements, primarily, but not limited to, when a family member dies. Trefriw Community Council (TCC) acknowledges that bereavement impacts all individuals differently and the guidelines below are intended to show the minimum paid leave an employee is entitled to in different circumstances.

TCC further acknowledges that not all employees will need to take the full allowance, and some employees will need additional time, depending on their relationship with the person who has died and the circumstances of the death. Additional time off can include annual leave or unpaid leave.

2. If a dependant dies

10 working days paid leave will be granted in the event of the death of a dependant. A dependant could be a:

- spouse, partner or civil partner (including same sex partners)*
- child**
- parent
- step-parent

● sibling
● person who lives in the employee's household (not tenants, lodgers or employees)
● person who would rely on the employee for help in the event of an accident, illness or injury, such as an elderly neighbour
● person who relies on the employee to make care arrangements

*Partner includes someone the employee is in a long-term relationship with (akin to a marriage/civil partnership) but is not the employee's spouse or civil partner.

**Child includes children the employee is the adoptive parent, legal guardian or carer for. If the child dies under the age of 18 or is stillborn after 24 weeks the employee may also be entitled to statutory leave (see Statutory Parental Bereavement Leave provisions online at: https://www.gov.uk/employers-parental-bereavement-pay-leave).

3. If a non-dependant dies
In these circumstances up to 5 paid days 'leave, plus up to a further 5 unpaid days 'leave, may be granted on the death of someone who is not a child or dependant of the employee These circumstances would include (but are not limited to) situations where the employee is responsible for funeral arrangements or has to travel abroad to attend the funeral.

4. Giving notice for bereavement leave
An employee should notify the TCC Chair of their need to take leave as soon as possible or, at the latest, on the first day of absence. An employee's next of kin or family member can notify the Chair on their behalf. In exceptional circumstances, applications for leave will be considered after the first day of absence. The Chair will have the right to exercise discretion in exceptional circumstances as outlined above. Leave days do not have to be taken consecutively.

5. Additional time off
Annual leave
In the event of a bereavement, an employee will be able to take annual leave at short notice to supplement their bereavement leave. Requests should be directed to the Chair. An employee who experiences a family bereavement while on annual leave can convert their annual leave into bereavement leave and take their annual leave at a future date.

Unpaid leave
Unpaid leave on compassionate grounds up to a maximum of 5 days may be granted after paid bereavement leave has been used. An employee must consult with the Chair before starting unpaid leave.

6. Miscarriage
If an employee or their partner has a miscarriage in the first 24 weeks of pregnancy, TCC recognises many people will consider this a bereavement. In these circumstances, TCC will grant 5 paid days 'bereavement leave and up to 10 further working days 'paid sickness absence related to a miscarriage which will be recorded as 'pregnancy related sickness'. This absence will be kept separate to other types of sickness and TCC will not count these absences towards any review or trigger points set out in the organisation's absence policy.

Miscarriage that happens at work

TCC understands it could be especially distressing if an employee's miscarriage happens at work or in the course of their duties for the Council. Any employee who needs assistance, for example help contacting a partner or family member, or needs immediate medical help such as from a first aider, can contact any member or other employee of Trefriw Community Council.

If an employee needs to stop work or leave Council premises or their normal place of work (which may be their home) they should report a sickness absence to the TCC Chair. An employee does not have to report the exact reasons for their sickness absence if they do not feel comfortable to.

6. Return to work

In certain circumstances a full return to work may not be possible for an employee following a bereavement. For example, when the employee's grief is likely to impact on their ability to perform their role, or where new childcare arrangements have to be sourced or responsibility for the care of an elderly parent has transferred to the employee.

In such instances TCC will allow a phased return to work on a part-time or reduced-hour basis where practicable. Alternative duties may also be considered. Any such arrangement would need to be agreed in advance by the Staffing Committee and approved by full Council. It would be subject to an agreed maximum number of days and would be managed in line with TCC's flexible working policy.

7. Employee support

TCC acknowledges that bereavement leave is intended to support employees in the immediate period around the death of a relative. However, the process of grief, the natural reaction and adjustment to loss and change may take a significant time and will be personal to each individual.

An employee with any concerns about the grieving process impacting on their work performance should discuss this in confidence with the TCC Chair. This is to ensure that:

- any reasonable adjustments that may be necessary are discussed and put in place
- the employee is supported in their return to the full range of duties and responsibilities that they had prior to the bereavement
- the employee's duties and responsibilities are adjusted (as necessary) with the prior agreement of line manager

TCC recognises that people may not require counselling to cope effectively with their grief. However, for employees wishing to seek professional help in coming to terms with a death, the organisation will cover the cost of up to 3 counselling sessions with an independent counselling practice. TCC will take advice from One Voice Wales to help the employee find an appropriate provider. The employee may also be able to access further counselling via their GP.

8. Health and safety

Bereavement can have an impact on concentration, sleep and decision making.

The health and safety assessment of the workplace will include consideration of the impact of bereavement on employees, their duties and responsibilities, and the context in which they are working.

Any employee who is concerned about their ability to conduct their duties safely in the weeks following a bereavement must discuss this with the Chair.

TCC reserves the right to request an employee to provide a Fit Note from their GP before resuming full duties.

9. Culture and diversity

TCC recognises that different cultures respond to death in significantly different ways. The Chair will check whether the employee's religion, belief or culture requires them to observe any particular practices or make special arrangements which would require them to be off work at a particular time. Employees should not assume that the Chair is aware of any such requirements and should draw this to their attention as soon as possible.

If the Chair is unsure of how to respond to a bereaved employee from a different culture, they should ask the bereaved employee or someone else from their cultural group about what is appropriate, or seek advice from One Voice Wales or the principal authority.