

Bereavement Policy...

Amey acknowledges the personal nature of bereavement and grief and is committed to supporting employees in practical and reasonable ways.

At Amey we understand that families can be complicated and can come in many different forms, therefore we give our people managers freedom to use their discretion where required in regard to the number of paid days leave offered.

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.

In the event of a bereavement, you will be able to take up to 5 working days paid leave which can be taken as one block or single days, to be agreed locally with your people manager.

Amey acknowledge 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 also include unpaid leave and annual leave or sickness absence if the bereavement has impacted on the employees' health.

An employee should notify their line manager 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 employee's line manager on their behalf.

Leave days do not have to be taken consecutively as we understand you may want to use this to attend the funeral or for addressing legal arrangements at a later date.

Parental bereavement leave

Employees are entitled to 2 weeks paid Parental Bereavement Leave if their child:

- dies at any age
- is stillborn after 24 weeks of pregnancy

This can be taken as a single block or as two single weeks.

Bereavement within the workplace

We understand that the bereavement of a team member can be a difficult time and have a big impact on the whole team.

Our Employee Assistance Programme is available for any individual, however is also available for our people managers and it may be possible to arrange on site support including a fully trained trauma counsellor or counselling team to deliver a specialist group counselling debriefing depending on the situation. *Additional fees may apply.

Associated documents:

- Guidance document - Supporting Employee's through bereavement

Employee Support

You are able to access support during this difficult time by contacting Amey's Employee Assistance Programme. This service is also available to family members.

Their confidential counselling and information line **0800 130 3414** is available **24/7, 365 days a year** to provide expert guidance and counselling.

As well as providing counselling support Health Assured offer advice on legal matters and finances.

You can access the service by calling:

- ❑ Phone: 0800 130 3414
- ❑ International: +44 (0) 1482 639 981
- ❑ Minicom: 01482 661 911 (8.30am – 6.00pm)

If you are a people manager and feel you need assistance on how to support a member of your team going through bereavement, this is also available through EAP.