



BEREAVEMENT AND COMPASSIONATE LEAVE POLICY

NWH Group Limited
Reviewed- January 2026

1. Policy Statement

The purpose of this policy is to set out the Company's stance on employee entitlements to bereavement and/or compassionate leave. The Company appreciates that at times employees will go through difficult situations in their personal life where they may need support from the organisation.

2. Definitions

Immediate Family Member: a partner, parent, child, sibling, or stepchild/parent.

There is a separate policy in place in respect of the death of a child under the age of 18, which outlines entitlements to Parental Bereavement Leave.

Wider Family Member: a grandparent, aunt, uncle, or other dependant.

Wider family member does not include cousins or their dependants, or extended family members. 'Other dependant' would be defined as a relative living with the employee, who the employee cares for or supports.

3. Bereavement of an Immediate Family member

For employees with 6 months service or more, in the event of the death of an immediate family member there will be an entitlement of up to 2 days' compassionate leave on full pay.

This leave is expected to be taken at the time of bereavement with the option to take one of the days for the funeral (which is usually at a later date).

For employees with less than 6 months service, the Company will grant 1 special paid leave day over and above normal paid leave.

We will also allow further unpaid compassionate leave at the Director's discretion.

4. Bereavement of a Wider Family member

For employees with 6 months service or more, in the event of the death of a wider family member there will be an entitlement of up to 2 days' compassionate leave on

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full pay. This leave is expected to be taken at the time of bereavement with the option to take one of the days for the funeral (which is usually at a later date).

For employees with less than 6 months service, the Company will grant 1 special paid leave day over and above normal paid leave.

We will also allow further unpaid compassionate leave at the Director's discretion.

5. Other Compassionate Leave

In a situation regarding the death of someone other than an immediate or wider family member, Director discretion will be used when granting any compassionate leave.

An employee will not automatically have the right to take extended bereavement and/or compassionate leave by taking unpaid leave.

Compassionate leave for other reasons will be granted at Directors discretion.

6. Requesting bereavement and/or compassionate leave

Often, circumstances will dictate that bereavement and/or compassionate leave will need to be requested unexpectedly by the employee. Employees should inform their line manager of their need as soon as possible.

The line manager will confirm both the amount of leave to be given and the payment arrangements in respect of this leave. The line manager will confer with the relevant Director as required. The line manager is then responsible for informing the HR department of the employee's leave and payment arrangements.

Employees may request bereavement and/or compassion leave through the HR system, if it is not feasible for the employee to do so leave can also be recorded by HR at the managers request.

7. Appeals

If a request for bereavement and/or compassionate leave is refused, the employee may lodge an appeal in writing to the HR department, for review with the relevant Director(s). All appeals will be dealt with within a maximum of five working days.

8. Making unfounded requests

If it is discovered that an employee has abused the policy by making false or inaccurate requests for bereavement and/or compassionate leave, this will be regarded as an act of misconduct, and disciplinary action may be taken.

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Signed:

Date: 15/01/2025

Gavin Money

Managing Director

The NWH Group Ltd

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