

Information Governance Team

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Dear Sir/Madam.

**Freedom of Information Act 2000 (FOIA)
Request ID: REQ07601**

Thank you for your request for information relating to Council bereavement policy.

You have requested the following information:

- 1. Please could you provide information on your policy with regard to bereavement leave please. Is there a standard policy of x number of days (paid or otherwise) or is there a different approach?**

An employee may be granted up to five days leave of absence with pay in cases of the death of a close relative. A close relative is defined as a wife, husband, partner, parent, child or grandchild (or person standing in a similar relationship).

An employee may be granted paid time off to attend the funeral of a brother or sister, brother- or sister-in-law, parent-in-law or grandparent (or person standing in a similar relationship). This would normally be one day but up to three days may be granted where this is deemed appropriate by the Manager.

- 2. If the policy has changed between 2015 - 2020, could you also highlight what these changes have been.**

There has been no update to the policy in the timeframe stated.

The supply of information in response to a freedom of information request does not confer an automatic right to re-use the information. You can use any information

supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email casework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance