**Bereavement Leave Policy**

**[Company name]**

## Purpose of the policy

[Company name] understands that the loss of a loved one is a significant and distressing event. Our bereavement policy is designed to provide support and necessary time off for employees to grieve, attend funeral services, and manage any affairs related to the bereavement.

## Paid bereavement leave

The following guidelines are intended to provide a framework for the minimum paid bereavement leave entitlements:

* Full-time employees are eligible for paid bereavement leave.
* The standard bereavement leave shall be **[number]** working days in the event of the death of an immediate family member and **[number]** working days in the event of a child’s death.
* Bereavement leave for the loss of extended family members or non-dependents shall be granted on a case-by-case basis, considering the employee’s relationship with the deceased and any additional responsibilities, such as funeral arrangements.

## Eligibility and definition of a dependent

Eligible employees include those who have completed their probationary period.

A dependent is defined as an immediate family member, which includes, but is not limited to, a spouse, domestic partner, child, parent, or sibling.

## Guidelines for non-dependent bereavement leave

In the event of the death of a non-dependent, discretionary leave ranging from **[number]** to **[number]** days may be granted.

A non-dependent is defined as an extended family member, which includes, but is not limited to, a cousin, aunt or uncle, or niece or nephew, as well as close friends or family friends.

## Notification process

Employees must notify their direct supervisor about their need for bereavement leave as soon as possible. Documentation such as a death certificate may be requested to process the leave.

## Additional leave options

Employees may utilize their annual leave entitlements in conjunction with bereavement leave.

Unpaid leave may also be available for extended periods of bereavement, subject to managerial approval.

## Parental bereavement leave

Employees are entitled to **[number]** working days of parental bereavement leave for the loss of a child.
The leave can be taken in one block or as two separate weeks within [number] weeks of the bereavement.

## Miscarriage support

Recognizing the emotional impact of a miscarriage, the company provides **[number]** working days of special leave for such circumstances.

## Transition back to work

**[Company name]** supports a phased return to work for employees after bereavement, considering each individual’s readiness and capacity to resume work.

**Employee assistance and support**

The company provides access to counseling services and other support mechanisms through our Employee Assistance Program.

**Health and safety considerations**

The impact of bereavement on an employee’s concentration and wellbeing will be considered in health and safety assessments, especially for roles requiring high levels of attention or operating machinery.

**Cultural and diversity considerations**

The company recognizes and respects the diverse cultural practices and beliefs surrounding death and bereavement. Employees are encouraged to communicate any specific needs or observances required during their time of bereavement.

This policy is a living document and will be reviewed periodically to ensure it remains relevant and sensitive to the needs of all employees. It also serves as a testament to **[Company name]**’s commitment to creating a supportive and understanding work environment.

