

Bereavement Leave Policy

Effective Date: [Insert Date] **Applies To:** All full-time and part-time employees

Purpose

This policy provides paid time off to employees who experience the loss of a close [family](#) member, giving them the space to grieve and attend to personal matters without financial stress.

Eligibility

All employees who have completed their 30-day probationary period are eligible for bereavement leave.

Leave Entitlement

Employees are entitled to the following paid leave upon the [death of](#) an immediate or extended family member:

Relationship	Paid Leave Entitlement
Spouse or domestic partner	5 working days
Child (biological, adopted , or step)	5 working days
Parent (biological, adoptive, or step)	5 working days
Sibling	3 working days
Grandparent	3 working days
Grandchild	3 working days
Parent-in-law	3 working days
Sibling-in-law	1 working day

Relationship	Paid Leave Entitlement
Close friend or extended family	1 working day (at manager's discretion)

Additional Leave

If more time is needed beyond the entitlement above, employees may request additional unpaid leave or use accrued paid time off (PTO). Requests will be reviewed and approved based on operational needs.

Documentation

Employees may be asked to provide reasonable documentation such as an obituary, funeral program, or death certificate. This requirement will be applied with sensitivity to the circumstances.

How to Request Leave

Notify your direct manager or HR as soon as possible. Where circumstances allow, provide an estimated return-to-work date. You are not required to provide details beyond what is necessary.

Pay During Bereavement Leave

Approved bereavement leave will be paid at the employee's regular base rate of pay and will not affect accrued PTO balances.

Return to Work

Employees are encouraged to communicate with their manager if they feel they need additional support upon return. We are committed to being flexible and compassionate during this time.