BEREAVEMENT & COMPASSIONATE LEAVE

**Scope**

This policy applies to all operational employees of COMPANY

**Purpose**

The purpose of the Bereavement Policy is to provide time off for an employee in the event of the death of a family relative. Approval of the Bereavement Policy rests with MD/GM/CEO/HR/LINE MANAGER.

**Related Policies, Procedures & Processes**

This policy should also be read in conjunction with the following:

• Disciplinary Policy

• Annual Leave Policy

• Grievance Policy

**Policy Outline**

Employees may require leave on compassionate grounds due to the bereavement of a family member. This policy sets out criteria to support employees during what can be a difficult time. An employee is entitled to paid time off to attend the funeral of an immediate family member.

Bereavement leave is at the discretion of MD/GM/CEO/HR/LINE MANAGER.

The company must be notified of the arrangements as soon as possible. If you are unsure if you are entitled to Bereavement Leave, please contact MD/GM/CEO/HR/LINE MANAGER.

Bereavement leave may be granted under the following conditions:

* Up to a maximum of **X** days, compassionate leave may be granted on the death of an immediate relative **OUTLINE RELATIONSHIP**
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* In the case of **OUTLINE RELATIONSHIP**, this is reduced to **X** days.

Where the employee’s relationship to the deceased is not covered in this act or the employee wishes to extend their period of Bereavement Leave, employees may request to take Unpaid Compassionate Leave or Annual Leave. This will be issued at the discretion of the MD/GM/CEO/HR/LINE MANAGER.

The above days must be taken consecutively.

**Abuse of this Policy**

Any abuse in the application of this policy will be dealt with in accordance with the Company’s Disciplinary Policy and Procedure and may result in disciplinary action being taken, up to and including dismissal if proven to have occurred.