

Bereavement leave policy

Purpose

The purpose of Bereavement Leave Policy is to provide a guideline for any employee who loses a loved one.

Scope

The Policy is applicable to all full-time, part-time and contractual employees of [Company name]. Only direct relations are considered for taking bereavement leave. These include parents, siblings, children, grandparents, grandchildren, uncles, aunts, nephews all come under the scope of this policy. This policy will also cover adopted children, adopted parents and legal guardians. The above-mentioned relations are the only ones for which any employee can take bereavement leaves.

Policy

Leave for immediate relation: In case of the death of parents, children, spouse, the employee is entitled to fifteen days of bereavement leave.

Leave for other relatives: Apart from immediate relation, any employee is entitled to ten days of bereavement leave for the death of other relatives.

Leaves for friends and others: We understand that it is not easy to let go anyone we knew, even if they didn't fall under the previous two categories. In such case, any [company name] employee is entitled to two days of bereavement leaves. This can also include the death of a pet owned by the employee.

Procedure

The employee must inform their supervisor before applying for the leave. Please ask the Human Resource department for a leave form and choose the appropriate category while applying for a Bereavement Leave.

They should submit a copy of the death certificate within twenty days from the date of starting of the bereavement leave. The granted leaves will be subject to the verification of the death certificate.

If the certificates can't be verified, the leaves taken will be considered as Loss of Pay (LOP) days.

Terms and conditions

Bereavement leave category will be applicable only if the supervisor has approved your leave. Also, it will be subject to the submission of a copy of the relevant death certificate.

Approved by:

Approval dt.

Review dt.