

# Bereavement Leave Policy

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## **POLICY OVERVIEW:**

At [company name], we understand that the loss of a loved one can be a deeply emotional and distressing experience that requires time to heal and cope. To support our employees during these difficult times, our company offers bereavement leave.

## **GENERAL TERMS AND RULES:**

Employees are entitled to up to [insert number] days of paid bereavement leave upon the death of an immediate family member, which includes:

- Spouse or common-law partner
- Child (both biological and adopted)
- Parent (both biological and step-parents)
- Sibling (both biological and step-siblings)
- Grandparent or grandchild

Employees may also be eligible for up to [insert number] days of unpaid bereavement leave in other circumstances, such as the death of an extended family member or close friend.

Requests for extended leave beyond the allotted amount will be evaluated on a case-by-case basis by the immediate supervisor and Human Resources (HR).

## **ELIGIBILITY:**

All full-time and part-time employees of [company name] who have completed at least one year of service are eligible for bereavement leave.

## **PTO REQUESTS AND APPROVAL:**

Employees are required to notify their supervisor or manager of the need for bereavement leave as soon as possible. PTO requests must be submitted using the company's [online PTO request form](#).

Employees are required to provide certification of the death, such as a death certificate or obituary notice. The certification should specify the relationship of the deceased to the employee.

PTO requests that meet the above criteria will be approved by a supervisor and processed by the HR department. The employee will receive an email confirmation of the request.

#### **PAID HOLIDAYS AND SICK LEAVE:**

Bereavement leave may be taken concurrently with other leave policies, such as paid time off or sick leave, to provide a longer period of time off if needed.

#### **RETURN TO WORK:**

Employees are expected to return to work at the end of the bereavement leave period, or if additional time off is needed, to discuss their situation with their supervisor or manager.

#### **CONCLUSION:**

At [company name], we recognize the importance of supporting our employees during difficult times, and we hope to provide some comfort and relief during a time of grief. If you have any questions or concerns about our bereavement leave policy, please contact the human resources department.

Last updated: \_\_\_\_/\_\_\_\_/\_\_\_\_