

Bereavement Leave Policy Template

Purpose

This Bereavement Leave Policy outlines the provisions for time off given to employees due to the death of a family member or loved one.

Scope

This policy applies to all employees of [Company Name].

Policy Details

- Eligibility:** All [full-time/part-time] employees are eligible for bereavement leave.
- Duration:** Employees may take up to [number] days off for the death of an immediate family member and up to [number] days for the death of an extended family member or other relation.
- Definition of Immediate Family:** Immediate family members include [list of relevant family members, e.g., spouse, child, parent, sibling].
- Notification:** Employees should notify their supervisor or HR as soon as reasonably possible in the event of a qualifying bereavement.
- Pay:** Bereavement leave will be [paid/unpaid] as per company policy.
- Additional Leave:** Additional leave may be granted at the discretion of management or HR.

Procedures

- Employee notifies their direct supervisor or HR department of the bereavement.
- Employee submits any required documentation if requested (e.g., obituary, funeral program).
- HR confirms eligibility and communicates approved leave duration.

Contact

For questions about this policy, contact [HR Contact Information].

[Manager/Supervisor Name & Title]

Date: _____