

Bereavement Leave Policy

Policy Number: HR-LOA-004 **Effective Date:** March 1, 2020 **Last Updated:** June 15, 2023 **Owner:** People Operations **Applies To:** All employees globally

Purpose

NovaTech Solutions provides paid bereavement leave to support employees during the difficult time following the death of a loved one.

Leave Entitlements

Immediate Family

5 days paid leave for the death of: - Spouse or domestic partner - Child (including stepchild, foster child, or child of domestic partner) - Parent (including stepparent or parent-in-law) - Sibling (including step-sibling) - Grandparent - Grandchild

Extended Family and Close Relationships

3 days paid leave for the death of: - Aunt or uncle - Niece or nephew - Cousin - Close friend (manager discretion)

Pregnancy Loss

Employees or their partners experiencing pregnancy loss at any stage are eligible for up to 2 weeks of paid leave. See Parental Leave Policy (HR-LOA-003) for details.

Pet Bereavement

1 day of paid leave is available for the loss of a pet. Additional time can be taken using annual leave or sick leave.

Using Bereavement Leave

Notification

- Notify your manager as soon as reasonably possible

- No formal request in Workday is needed initially
- Manager will record the leave on your behalf

Timing

- Leave should be taken within 30 days of the death
- Leave may be taken non-consecutively (e.g., for services on different days)
- Travel time is included in the leave entitlement

Documentation

- No documentation is required to take bereavement leave
- HR operates on a trust basis

Additional Time Off

If you need additional time beyond the standard entitlement:

- Discuss with your manager
- Additional paid leave may be approved at manager's discretion (up to 5 additional days)
- Annual leave or unpaid leave may be used for extended time
- Contact HR for guidance on longer absences

Support Resources

NovaTech offers several resources to support employees during grief:

Employee Assistance Program (EAP)

- 24/7 confidential counseling: 1-800-555-0199
- Up to 6 free counseling sessions
- See EAP Guide (HR-BEN-015) for full details

Grief Support Group

- Virtual support group meets bi-weekly
- Contact wellness@novatech.com to join

Manager Resources

- Guide for supporting grieving employees available in Notion
- HR can facilitate return-to-work conversations

Returning to Work

Flexible Return

- Consider a gradual return if needed
- Remote work may be appropriate even if typically office-based
- Reduced hours can be arranged temporarily

Ongoing Support

- Check in with your manager about any continuing needs
- EAP support is available long-term
- Performance expectations should be adjusted as needed during this period

Death of a Colleague

In the event of a colleague's death:

- All employees may take 1 day of paid leave to attend memorial services
- Affected teams may receive additional support from HR
- Grief counseling resources will be made available
- See Crisis Response Procedures (HR-OPS-020) for company protocols

International Considerations

United Kingdom

Statutory parental bereavement leave (2 weeks for loss of a child) applies in addition to this policy.

India

Leave entitlements comply with local statutory requirements and may vary.

Travel

If travel is required for services, additional unpaid leave or annual leave may be used. Contact HR for assistance with travel arrangements if needed.

Manager Guidelines

When an employee experiences a loss:

1. Express condolences and offer support
2. Inform them of leave entitlements and resources
3. Work with them on workload coverage
4. Do not require documentation
5. Check in periodically after their return
6. Be flexible with ongoing needs
7. Contact HR if you need guidance

Privacy

Bereavement situations are handled confidentially. Managers should only share that an employee is “on leave” with colleagues unless the employee requests otherwise.

Contact

For questions or support, contact People Operations at hr@novatech.com or via #ask-hr on Slack.

Related Documents: Annual Leave Policy (HR-LOA-001), Employee Assistance Program (HR-BEN-015), Parental Leave Policy (HR-LOA-003), Crisis Response Procedures (HR-OPS-020)