**Bereavement Policy**

**POLICY DESCRIPTION AND PURPOSE**

Our company’s bereavement policy is to outline the provisions for the employees who lose their loved ones. If this happens in our employee’s family, we allow them the time to mourn and get over the loss.

**WHAT IS A BEREAVEMENT POLICY?**

Employees are granted bereavement leave (also known as compassionate leave) when a member of their immediate family or a close friend passes away. Depending on each company's policy or bereavement leave rules, this time off may be paid or unpaid (where applicable).

**SCOPE**

**What does "immediate family" entail in terms of bereavement leave?**

We define immediate family in this policy to include spouses or domestic partners, all first degree relatives (parents, siblings, and children), grandparents, grandchildren, aunts, uncles, nieces and nephews, and grandparents' grandchildren. Adoptive parents, adopted children, legal guardians, half- and step-relatives, and adopted parents are all included.

Friends are a crucial part of our lives, and losing them may be just as painful as losing a family member. If a close friend passes away, you are still entitled to the same amount of bereavement leave to attend the burial and grieve.

**POLICY COMPONENTS**

At minimum, we will offer the bereavement leave of [X] days every death. We will grant bereavement leave for the below mentioned reasons:

- Personal Mourning

- Arrangement of funerals or memorial service

- Attending a funeral or memorial service

- Fulfillment of family obligations

- Resolving matters of inheritance

If long-distance travel is required, you may take [X additional days].

You can extend your leave by [X days/week of unpaid time off] if you have complicated items to attend to (such as estate matters). You may use your remaining paid time off if you require more time off for personal reasons (PTO).

**If a non-dependent person passes away,**

On the death of someone who is not a child or dependent, [insert number] to [insert number] days [paid / unpaid] leave may be awarded in these circumstances. These scenarios might include (but are not limited to) situations where the employee is in charge of funeral arrangements or has to travel internationally to attend the funeral.

**Is paid bereavement leave available?**

According to our company's policy, you will receive your standard wage or salary as bereavement compensation for the first [X days] of standard bereavement leave. Unless you choose to augment your mourning days off with your usual PTO, any additional time will be unpaid.

**PROCEDURE**

Please notify your manager and HR as soon as possible if you need to take bereavement leave. This can be done via email [or using our HR software].

We don't usually ask for proof of death. If you request additional time off, you may be required to provide evidence of travel or other papers.

Managers must follow policy guidelines and be supportive of bereaved employees during tough times. If you respond inappropriately in this case, you may risk disciplinary action (For example, denying bereavement leave for whatever reason).