



Bereavement Policy Template





Establishing a bereavement policy enables you to provide support for your employees during their time of need.

Did You Know?

The U.S. Fair Labor Standards Act (FLSA) provides no federal law that requires employers to offer bereavement leave following the death of a family member or friend, which leaves creating the guidelines in the hands of the employer.

Get a jumpstart on creating a bereavement policy with our free customizable template.

How to Use this Document:

You will first see the sample Bereavement Policy. Following this is a second version with fully editable text so you can customize the policy to the needs of your organization.

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SAMPLE - BEREAVEMENT POLICY TEMPLATE

The following policy applies to all active employees, full-time and part-time, regardless of length of tenure. All paid leave is offered without a loss of benefits:

The wellbeing of employees is always our first priority. As such, we offer paid bereavement leave to any employee who has suffered the loss of a loved one. The length of this leave is dependent on the nature of your relationship with the deceased. Leave is offered on a case-by-case basis and as such unused leave cannot be accrued.

In the event of the death of a family member or friend, an employee should notify their direct supervisor as soon as possible to request leave. An employee should provide the name of the deceased, their relationship with the deceased and the date of death.

***Note:** if a supervisor permits an employee to leave work early on the date that they are notified of the death, this will not be counted as leave. Bereavement leave will commence on the next working day.*

Bereavement Leave for the Death of an Immediate Family Member:

Employees are entitled to a maximum of 5 days of paid leave upon the death of an immediate family member.

This is defined as a:

- Child (including step-children or foster children)
- Spouse or domestic partner
- Sibling (including step-children)
- Parent (including legal guardians, step-parents and foster parents)

Bereavement Leave for the Death of an Extended Family Member:

Employees are entitled to a maximum of 3 days of paid leave upon the death of a non-immediate family member:

This is defined as a:

- | | |
|---|-----------------------------------|
| • Grandparent (including step-grandparents) | • Cousin |
| • Grandchild | • Daughter-in-law or Son-in-law |
| • Aunt or Uncle | • Sister-in-law or Brother-in-law |
| • Niece or Nephew | |



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Funeral Leave for Non-Family Members:

Employees are entitled to one day of paid leave to attend a funeral, religious event or memorial service upon the death of a close non-family member, or a family member whose relationship with the employee is not categorized in categories above.

Additional Bereavement Leave:

We understand that employees may require additional time to grieve, travel to a funeral or act as an Executor or Personal Representative for the estate of the bereaved. All employees are thus also entitled to 5 days of unpaid bereavement leave. Further unpaid leave may be granted upon discussion with your direct supervisor.

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