

	Bereavement Leave Policy	Ref No: 3.35
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1.0 AIM OF THE POLICY

- 1.1 LauraLynn, Ireland's Children's Hospice (which incorporates both the hospice and disability services and hereafter referred to as "LauraLynn") wishes to support staff during times of bereavement.
- 1.2 Bereavement Leave is a paid leave of absence granted to staff members where time off is required for personal reasons, i.e. due to the death of a family member. Bereavement leave does not affect normal annual leave entitlements. Bereavement leave is granted at the discretion of LauraLynn.

2.0 SCOPE

- 2.1 All LauraLynn staff are entitled to bereavement leave.

3.0 POLICY

- 3.1 LauraLynn is committed to supporting staff members during times of family bereavement and will therefore endeavor to accommodate such leave where possible.
- 3.2 Special leave with pay may be granted up to a maximum of 20 working days (28 calendar days) on the death of an immediate relative. A working day is considered one-fifth of average weekly hours worked and must be taken consecutively.
- 3.3 Bereavement leave may be granted to a member of staff in the event of the death of a relative up to a limit of:
 - **20 working days** (28 calendar days) in the case of a spouse (including a cohabiting partner), child (including adopted children and children being cared for on the basis of 'in loco parentis') or any person in a relationship or domestic dependency, including same sex partners;
 - **5 working days** (7 calendar days) in the case of other immediate relatives as follows: father, mother, brother, sister, father-in-law, mother-in-law.
- 3.4 Part time staff: The above allowances are applied on a pro rata basis for staff on part time contracts of employment.
- 3.5 In exceptional circumstances (e.g. Where the staff member concerned has lived in the same house as the deceased or has to take charge of funeral arrangements) a member of staff may be granted up to 3 working days' special leave on the death of a more distant relative.
- 3.6 In a case where a member of staff needs to travel abroad to make funeral arrangements in respect of a relative specified above, special leave with pay in excess of the limits prescribed above may be granted at the discretion of their Head of Department.

4.0 PROCEDURES

- 4.1 The staff member must apply for bereavement leave by completing a Bereavement Leave Request

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Form (below) and submitting it to their Head of Department for approval. Staff members must tell their manager as soon as it is reasonably possible of the need for bereavement leave.

- 4.2 Staff members cannot apply for leave for days on which they were not on duty.
- 4.3 Bereavement leave must be taken at the time of death of the relative and may not be applied for retrospectively.

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