**

**Bereavement Leave Policy [Company Name]**

**PURPOSE OF THE POLICY**

[Company Name] understands that the loss of a loved one is a profoundly distressing experience. Our bereavement policy aims to support employees during this difficult time by providing necessary time off to grieve, attend funeral services, and manage related affairs.

**ELIGIBILITY**

All full-time employees who have completed their probationary period are eligible for paid bereavement leave.

**DEPENDENT BEREAVEMENT LEAVE**

A dependent is defined as an immediate family member, which includes, but is not limited to, a spouse, domestic partner, child, parent, or sibling.

Employees are entitled to [number] working days for the death of an immediate family member and [number] working days for the death of a child.

**NON-DEPENDENT BEREAVEMENT LEAVE**

A non-dependent is defined as an extended family member, which includes, but is not limited to, a cousin, aunt, uncle, niece, or nephew, as well as close friends or family friends.

Leave for the loss of non-dependents will be assessed on a case-by-case basis, considering the employee’s relationship with the deceased and any additional responsibilities, such as funeral arrangements.

Discretionary leave ranging from [number] to [number] days may be granted.

**MISCARRIAGE SUPPORT**

Recognizing the emotional impact of a miscarriage, the company provides [number] working days of special leave for such circumstances.

**NOTIFICATION PROCESS**

Employees should inform their direct supervisor of their need for bereavement leave as soon as possible. Documentation such as a death certificate may be requested to process the leave.

**ADDITIONAL LEAVE OPTIONS**

Employees may use their annual leave entitlements in conjunction with bereavement leave.

Unpaid leave may also be available for extended periods of bereavement, subject to managerial approval.

**TRANSITION BACK TO WORK**

[Company Name] supports a phased return to work for employees following bereavement, considering individual readiness and capacity to resume work.

**Employee assistance and support**

The company provides access to counseling services and other support mechanisms through our Employee Assistance Program.

**Health and safety considerations**

The impact of bereavement on an employee’s concentration and wellbeing will be considered in health and safety assessments, especially for roles requiring high levels of attention or operating machinery.

**Cultural considerations**

The company recognizes and respects the diverse cultural practices and beliefs surrounding death and grief. Employees are encouraged to communicate any specific needs or observances required during their time of bereavement.

This policy is a living document and will be reviewed periodically to ensure it remains relevant and sensitive to the needs of all employees. It also serves as a testament to [Company Name]’s commitment to creating a supportive and understanding work environment.