

(Name of the Organization)

BEREAVEMENT LEAVE POLICY

All full and part-time employees of [Business Name] are entitled to unpaid bereavement leave in the event of the death of a friend or family member. Bereavement leave will not count against the time taken for vacation or sickness.

1. Bereavement Leave for Immediate Family

Immediate family includes siblings, parents, spouses, children, parents-in-law, grandchildren, grandparents, children-in-law, and siblings-in-law. Employees, who require time off to attend a funeral for an immediate family member, or to make arrangements, are eligible for seven unpaid days of bereavement leave.

2. Bereavement Leave for Non-immediate Family

Employees who require leave for non-immediate family funerals (aunts, uncles, cousins, etc.) are entitled to 3 unpaid days of bereavement leave.

3. Bereavement Leave for Friends/Co-workers, etc.

Employees, who require leave to attend the funerals of friends, co-workers, neighbours, and other associates, are entitled to 1 day of bereavement leave.

4. Approval by Supervisor

Before taking bereavement leave, an employee must request the leave directly from their supervisor. Employees must state the date(s) and duration of their

(Name of the Organization)

leave. Approval/denial will be provided in writing once the request has been reviewed.