

Bereavement Leave Policy

Purpose

This Bereavement Leave policy supports employees during times of personal loss. It provides time to cope with emotional and practical aspects of bereavement. Applies only to full-time employees.

Leave Entitlement

Work Schedule	Immediate Family Leave Entitlement:	Extended Family Leave Entitlement:
5 days	5 days	3 days
4 days	4 days	3 days
3 days	3 days	2 days

Immediate Family: parent, spouse, child, sibling, parent-in-law, step-relationships, grandchild, grandparent.

Extended Family: aunt, uncle, niece, nephew, or other in-law.

Miscarriage Bereavement Leave

Employees who experience a miscarriage are entitled to 3 days of paid bereavement leave. Leave supports emotional and physical recovery.

Documentation

Employees may be required to provide documentation (e.g., death certificate, medical certificate, doctor's note, or hospital documentation for miscarriage). All documentation will be handled confidentially.

Approval Process

All bereavement leave must be coordinated with and approved by the direct supervisor.