Bereavement Policy

Effective Date

Version

Policy Owner

Approved by

1. Purpose

(“***Company***”) recognizes that the death of a family member or other close person can be deeply distressing. This Bereavement Policy provides eligible employees with time away from work to grieve, make necessary arrangements, attend services, and manage related personal matters.

2. Scope and Application

This Policy applies to of the Company. It does not create a contract of employment, guarantee employment for any period, or limit the Company’s right to manage employment in accordance with applicable law and any written employment agreement.

Where applicable law, a collective agreement, or an individual employment agreement provides a greater benefit than this Policy, the more favorable requirement will apply.

3. Eligibility

An employee is eligible for bereavement leave after experiencing the death of an Immediate Family Member or another person with whom the employee had a close and significant personal relationship.

For purposes of this Policy, an “**Immediate Family Member**” includes an employee’s spouse, domestic partner, parent, child, sibling, grandparent, grandchild, parent-in-law, sibling-in-law, or another person who lived with the employee and was treated as family.

The Company may consider requests involving other close relationships on a case-by-case basis.

Jotform
Automatically create polished, fillable and signable documents
Clone the document for free!

4. Bereavement Leave Entitlement

Eligible employees may take up to _____ working days of paid bereavement leave following the death of an Immediate Family Member.

The Company may grant up to _____ working days of paid bereavement leave following the death of another person with whom the employee had a close and significant personal relationship.

Bereavement leave should ordinarily be taken within _____ days of the death or memorial service. The Company may approve a different period where reasonable circumstances require it, including travel, cultural or religious observances, estate responsibilities, or delayed funeral arrangements.

Bereavement leave is separate from accrued vacation, personal leave, sick leave, or other paid time off, unless otherwise required by law or stated in a written Company policy.

5. Pay During Leave

Paid bereavement leave will be compensated at the employee's regular base rate of pay for scheduled working hours that would otherwise have been worked. Overtime, commissions, bonuses, allowances, and other variable compensation are not included unless required by applicable law or a written Company plan.

An employee who needs additional time away after using available bereavement leave may request accrued paid time off, unpaid leave, flexible work arrangements, or another available leave option. Approval will be subject to applicable law and operational needs.

6. Notice and Request Procedure

An employee should notify their manager or _____ as soon as reasonably practicable. The employee should provide the anticipated dates of leave and any relevant scheduling information, to the extent they are comfortable doing so.

The Company will handle requests with sensitivity and will not require an employee to share unnecessary personal details.

Jotform
Automatically create polished, fillable and signable documents
Clone the document for free!

7. Supporting Information

The Company may request reasonable supporting information when necessary to administer this Policy or meet legal obligations. Any request will be limited to information reasonably needed for that purpose and may include an obituary, funeral notice, or other confirmation of the loss.

The Company will not request supporting information where doing so would be inappropriate under the circumstances or prohibited by applicable law.

8. Privacy and Confidentiality

Information relating to an employee's bereavement request will be treated as private and shared only with individuals who need the information to administer leave, arrange work coverage, or meet legal obligations.

Employees are not required to disclose personal details about the death beyond what is reasonably necessary to request leave.

9. Workplace Support

Employees who experience a loss may contact _____ to discuss available support, including _____.

Managers should respond respectfully to bereavement requests and direct employees to Human Resources when assistance or guidance is needed.

10. Non-Retaliation

The Company prohibits retaliation against an employee for requesting or taking bereavement leave in good faith. Employees who believe they have experienced retaliation should report the concern to _____.

Jotform
Automatically create polished, fillable and signable documents
Clone the document for free!

11. Administration and Interpretation

_____ is responsible for administering this Policy and may interpret its provisions in a manner consistent with applicable law and the Company's operational requirements.

The Company may amend, replace, suspend, or withdraw this Policy at any time, subject to applicable law. Any amendment must be approved by _____.

12. Acknowledgment

I acknowledge that I have received, read, and understood the Bereavement Policy. I understand that this Policy is a guideline and does not create a contract of employment.

Signatures

Company

Name _____

Date _____

Signature _____

Employee

Name _____ _____

Date _____

Signature _____

Jotform

Automatically create polished, fillable and signable documents

Clone the document for free!

Jotform

This document is a PDF copy of **Bereavement Policy** template. You can edit it with **Jotform Sign** and convert to an eSign document with **Jotform Sign**.

Edit PDF

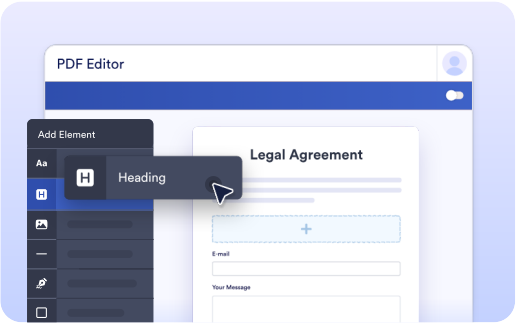
Learn More About Jotform PDF Products

Jotform offers powerful PDF solutions. Check them out below.

Jotform PDF Editor

Turn form submissions into PDFs automatically ready to download or save for your records.

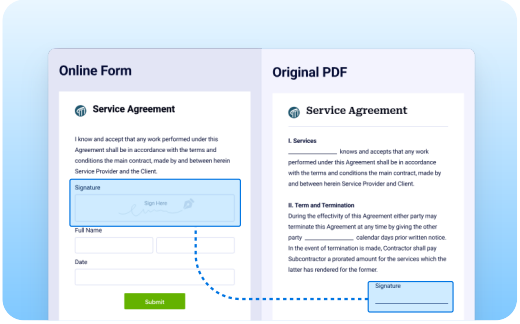
jotform.com/products/pdf-editor/



Smart PDF Forms

Convert your PDF files into online forms that are easy to fill out on any device.

jotform.com/products/smart-pdf-forms/



Jotform Sign

Collect e-signatures with Jotform Sign to automate your signing process.

jotform.com/products/sign/



These templates are suggested forms only. If you're using a form as a contract, or to gather personal (or personal health) info, or for some other purpose with legal implications, we recommend that you do your homework to ensure you are complying with applicable laws and that you consult an attorney before relying on any particular form.