

Bereavement Entitlements



Annual Leave

In the event of a death of an immediate relative, an employee may be facilitated in taking annual leave at short notice to supplement their bereavement leave. Such requests should be directed to the Supervisor / Line Manager.

A staff member who suffers a family bereavement whilst on annual leave and has to disrupt or cancel leave plans, can avail of bereavement leave and take their displaced annual leave at a future date.

Return to Work

In certain circumstances a full return to work may not be possible for a staff member following the death of an immediate relative, for example where new child care arrangements have to be made or responsibility for the care of an elderly parent has transferred to the staff member. In such instances it may be possible to facilitate a phased return to work on a part-time or reduced hours basis.

Any such arrangement would need to be agreed in advance with the staff members' Line Manager.

Other Support

ABC Products Ltd. acknowledge that bereavement leave is intended to support staff in the event of the death of a relative. However the process of grief, the natural reaction and adjustment to loss and change, may take a significant time to work through and will be personal to each individual.

A staff member with any concerns about the grieving process impacting on their work performance should discuss this in confidence with

either their Line Manager or Human Resources to ensure that support is in place.

It is recognised that the majority of people cope with their grief through the practical help and support of family, friends and colleagues. In some situations counselling may be helpful.

Where can I get more information?

- Web sites
 1. **www.griefatwork.ie** - provides advice and information for bereaved people, those supporting them and professionals working with them.
 2. **www.icbn.ie** – Irish Childhood Bereavement Network—provides information on supporting children who are bereaved
- Bereavement Booklet
www.citizensinformationboard.ie (search under bereavement). This contains practical information on dealing with a death and also contact details of support organisations.
- Bereavement Information leaflets
Family Grief - Understanding Grief - Death of a partner etc. Contact: Irish Hospice Foundation (01) 6793188 www.bereaved.ie

Staff members wishing to avail of professional support in coming to terms with a significant loss, can contact Joe Bloggs on 087 3334455.



Bereavement information for an employee who is bereaved

www.griefatwork.ie

Information leaflet for employees

Introduction

The death of someone close to you is a sad and difficult time.

ABC Products Ltd. and its staff sympathises with you on your loss and will do as much as possible to make things easier.

At this time, we would like to reassure you that all matters to do with work and your job are secondary and our priority is to support you as best we can.

We hope that this leaflet will be of some help, by providing you with information on your bereavement entitlements and other supports that are available.

Joe Bloggs will be available as a person that you can contact if you have any questions about the information in this leaflet or any other matter related to your work and job.

Joe can be contacted at 087 3334455 or joe.bloggs@abcproducts.ie.

Again, we hope that this will be of some help by providing a way to communicate about work matters if, and when appropriate.

Once again, we would like to offer you our sympathy on your loss.

Bereavement Entitlements

ABC Products Ltd. recognise that bereavement is a difficult though normal life experience, which can have a significant impact on you.

We also recognise the importance of our role as an organisation and as colleagues in supporting you as best we can both now, and in to the future, as you come to terms with your loss.

The following is a list of your bereavement entitlements. Our aim is to be of some help by giving you information that may be helpful in the coming days.

If you have any queries in relation to these please give Joe Bloggs a call on 087 3334455.

The following are provided as a guide only – please insert the relevant details for your own organisation.

Bereavement Leave

This is paid leave that allows you time off to help cope with their personal distress, primarily when a member of your family dies.

Leave with pay

Leave with pay not exceeding three working days, may be granted:

1. On the death of an immediate relative (this includes father, mother, brother, sister, child, father in law, mother in law, grandparent or grandchild.

Also husband, wife or partner where specific provision is not made in relation to spouses.)

2. In exceptional circumstances on the death of a more distant relative where e.g. the staff member has to take charge of funeral arrangements or has lived in the same house as the deceased.

Special leave with pay, not exceeding one day on the day of the funeral, may be granted in the case of the death of an aunt, uncle, brother in law, sister in law, niece or nephew.

On the death of a spouse or child the maximum number of days allowable may be increased to five working days.*

Extra days may be allowed where an immediate relative dies abroad and the staff member has to go abroad to take care of the funeral arrangements.

Leave without Pay

Special leave without pay, on compassionate grounds, may be granted for the purpose of coping with family difficulties arising from the death of an immediate relative (this includes father, mother, brother, sister, father in law, mother in law, grandparent, grandchild, child or spouse).

Staff members should consult with their Line Manager in this regard.

* Note: 'Spouse includes a cohabiting partner and 'child' includes adopted children and children under guardianship.