

## 7.1 Bereavement Leave

In the event of the death of a relative, staff members can avail of special leave with pay [\(ref: Circular 01/2017\)](#) as follows:

- Where there is the death of a spouse (including co-habiting partner), child (including adopted children and children being cared for on the basis of 'in loco parentis') or any person in a relationship of domestic dependency, the amount of bereavement leave shall be **20 working days**.
- Where there is the death of another immediate relative\* the amount of bereavement leave shall be **5 working days**
- **1 working day** in the case of an aunt, uncle, niece or nephew. In exceptional circumstances where the staff member lived with the deceased at the time of their death, or has to take charge of funeral arrangements, this limit may be extended to **5 working days**

In the event of a stillbirth or prenatal death of a child after 24 weeks of pregnancy, bereavement leave of **10 working days** may be granted to the father of the child, the spouse, civil partner or cohabitant of the mother of the child, or to a staff member who is a parent of the child under section 5 of the Children and Family Relationships Act 2015 where the child is a donor-conceived child within the meaning of Part 2 of that Act.

\*For the purpose of bereavement leave, the definition of an immediate relative includes:

- father; step-father; father-in-law
- mother; step-mother; mother-in-law
- brother; step-brother; half-brother; brother-in-law
- sister; step-sister; half-sister; sister-in-law
- grandfather; grandmother; grandchild
- son-in-law, daughter-in-law
- similar immediate relative of a co-habiting partner

Staff members who must travel abroad to arrange a funeral in respect of an immediate relative can avail of special leave with pay in excess of the limits mentioned above at the discretion of the Head of Human Resources.

Bereavement leave is granted only at the time of the bereavement and cannot be substituted for any other form of leave, other than annual leave. If the death occurs when a staff member is on annual leave, the annual leave may be replaced with bereavement leave and the annual leave may be restored. In respect of those working part time, the amount of leave granted will depend on whether or not the staff member was scheduled to attend at work for the period in question.

### How to Apply

- A staff member must notify their line manager as soon as is practicably possible, that they wish to avail of bereavement leave.
- Due to the urgency of such leave, the leave may be granted verbally by the staff member's line manager
- On the staff member's return to work, they should create a new leave request for bereavement leave on Employee Self Service

Version	Revision Date	Summary of Changes	Policy Owner
2.0	October 2020	Change to application process	HR