



Bereavement Leave Policy

Policy owner UCD HR

Approval date and body 25 May 2021

1. Purpose

The purpose of the policy is to set out the provisions regarding special leave with pay (Bereavement Leave) for an employee in the event of the death of a relative. The Bereavement Leave policy forms an element of UCD's family leave policy framework and the University is committed to supporting employees who may require family related leave, such as in the case of a bereavement.

Every individual and every family is different. The University recognises the diverse nature of families and will respect and support all employees in taking the time they need to cope during a time of great difficulty regardless of their religion, race/ethnicity or sexual orientation.

2. Definitions

Spouse - including cohabiting partner

Child - including adopted children and children being care for on the basis of 'in loco parentis', or any other person in a relationship of domestic dependency

Immediate relative -

- A. father, stepfather, mother, stepmother, brother, stepbrother, half-brother, brother-in-law, sister, stepsister, half-sister, sister-in-law, father in-law, mother-in-law, son-in-law, daughter-in-law, grandfather, grandmother, or grandchild
- B. a similar immediate relative of a cohabiting partner
- C. other relevant parent

Bereavement Leave - special leave with pay in case of the death of spouse, child, immediate relative, as defined above.

3. Scope

This policy applies to all UCD employees who are in receipt of a salary under a permanent contract, a contract of indefinite duration (CID), or a fixed-term contract as defined in the Protection of Employees (Fixed Term Work) Act 2003.

4. Principles

4.1 Bereavement Leave Provisions

Bereavement Leave is granted at the time of the bereavement to facilitate the employee with paid time off work. The amount of Bereavement Leave that can be availed of is prescribed in the table below.

Relationship to employee	Amount of paid leave granted
Where there is the death of a: <ul style="list-style-type: none">• spouse (including a cohabiting partner),• child (including adopted children and children being cared for on the basis of 'in loco parentis')• any person in a relationship of domestic dependency	20 working days
Where there is the death of another immediate relative (as detailed in definitions)	5 working days
Where there is the death of an: <ul style="list-style-type: none">• uncle• aunt• niece• nephew	1 working day In exceptional circumstances, where the employee 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 twenty-four weeks pregnancy, bereavement leave may be granted to: <ul style="list-style-type: none">• the other parent of the child * The mother of the child will get access to maternity leave, as per the maternity leave policy	10 Working days

4.1.2 In a case where an employee has to travel abroad to make funeral arrangements in respect of an immediate relative, an application for special leave with pay in excess of the limits for Bereavement Leave may be submitted to the Head of School/Head of Unit/ Line Manager for approval at their discretion.

4.1.3 There is no requirement for an employee to avail of the full amount of Bereavement Leave outlined above. In certain situations, an employee may wish to return to work sooner.

4.1.4 Bereavement Leave is granted only at the time of the bereavement. Bereavement Leave cannot be substituted for any form of leave, other than annual leave. If the bereavement occurs when an

employee is on annual leave, the annual leave can be replaced with Bereavement Leave and the annual leave restored.

4.1.5 With regard to work sharers, the granting of Bereavement Leave, and the amount granted will depend on whether or not the employee was scheduled to work for the period in question.

4.1.6 To apply for Bereavement Leave, the applicant should advise their Head of School/Head of Unit/ Line Manager by phone or email. Upon agreement, the Bereavement Leave form should be completed by the applicant online, within 2 weeks of returning to work. Their Head of School/Head of Unit/ Line Manager will then approve the form.

4.1.7 Bereavement Leave is pensionable and does not impact on pensionable service.

5. Roles and responsibilities

Head of School/Head of Unit/ Line Manager (People Manager)

People managers should

- a) Show compassion and empathy to an employee who has suffered a bereavement.
- b) Provide relevant supports for the bereaved employee.
- c) Consider and explore the employee's request for additional time off, such as unpaid leave, using annual leave entitlements or shorter working year, etc.
- d) Liaise with the UCD HR to seek guidance on the implementation of the policy, if required.
- e) Facilitate the employee to take their Bereavement Leave entitlements.
- f) Support the employee when returning to work following a bereavement, such as agreeing if they would like their colleagues to be made aware.
- g) Sign-post support services, such as the [Employee Assistance Service](#).
- h) Digitally sign any necessary documentation.

The Employee should

- a) Inform their Head of School/Head of Unit/Line Manager as soon as practicable on their intention to take Bereavement Leave
- b) Complete the necessary form as soon as possible, and within 2 weeks of returning to work

Human Resources should

- a) Provide guidance on the application of the Bereavement Leave policy to People managers and employees.
- b) Provide information on support services, such as the Employee Assistance Service.

6. Related documents

The [UCD HR website](#) and the [EDI website](#) contain details of supports available to bereaved employees and their family members.

7. Version history

Version	Date	Description	Author
2.0	March 2009	Policy Versioning Implementation	UCD HR
3.0	April 2021	Update to amount of special leave with pay, move to new format	UCD HR