

Bereavement Leave Policy Template



Policy Type | The organization recognizes that grief and loss can take many forms, including the death of a loved one, pregnancy-related loss, and other significant non-death losses that affect an employee's emotional well-being and ability to work. This policy is intended to provide employees with time, flexibility, and support to grieve, attend related obligations, and manage personal needs during periods of loss.

Purpose | This policy provides compassionate support and flexibility for employees experiencing grief or significant loss, including death, pregnancy-related loss, and non-death losses.

Implementation | Organizations should implement this policy by clearly communicating leave options, encouraging timely and supportive conversations between employees and supervisors, and applying the policy with flexibility and cultural responsiveness

Key Components :

- Applies to death, pregnancy-related loss, and significant non-death losses
- Provides paid bereavement leave with options for additional flexibility
- Recognizes diverse family structures and cultural grieving practices
- Encourages open communication with supervisors or HR
- Allows use of accrued leave or flexible scheduling when needed
- Emphasizes confidentiality, compassion, and employee well-being

Policy Language Template & Example:

Text that is italicized and underlined denotes where an agency should insert their own language with their own processes

Bereavement Leave: Organization name values the mental and physical health of our employees, especially during difficult times. If you are a(n) Organization name employee working a minimum of twenty (20) hours per week, you are eligible for bereavement leave. Eligible employees are entitled to x number of days of paid leave in the event of the death of a family member. If you need additional time due to religious ceremonies, traveling out of state, or other circumstances, your chosen leadership, i.e. Executive Director, Team Supervisor, etc. can authorize up to x number of additional days of bereavement leave.

Recognizing that family extends beyond traditional definitions, employees define who they consider family. This ensures that you can take the time you need to grieve for those who play a significant role in your life.

If additional time off is needed, employees will be supported in using other leave (paid time off and unpaid leave). We understand that each situation is unique, and we aim to provide the support and flexibility needed during these challenging times. If you have any questions or need assistance, please reach out to your chosen leadership, i.e. Executive Director, Team Supervisor, etc.