

## Bereavement Leave Company Policy Template

In the unfortunate event of a loss in an employee's immediate family, we offer bereavement leave to provide time for grieving and necessary arrangements. This policy applies to all full-time employees and is subject to the following guidelines:

### 1. Eligibility

- Employees are eligible for bereavement leave for the loss of a spouse, child, parent, sibling, grandparent, or grandchild.
- The employee must notify their supervisor as soon as possible and provide documentation, such as a death certificate or obituary.

### 2. Duration

- Employees are entitled to up to [number] days of paid bereavement leave, depending on the relationship to the deceased.
- Additional unpaid leave may be granted at the discretion of the company.

### 3. Procedure

- Bereavement leave should be taken consecutively and must be used within [number] days of the death.
- Employees may be required to provide periodic updates on their return-to-work date.

### 4. Support

- We encourage employees to utilize our Employee Assistance Program for additional support during this difficult time.
- Managers are encouraged to be understanding and flexible with bereaved employees' needs.

### 5. Resources

- For more information on bereavement leave laws and regulations, please refer to the Family and Medical Leave Act (FMLA) guidelines [source link].
- Additional resources can be found on the Department of Labor website [source link].

We understand the importance of supporting our employees during times of loss and are committed to providing compassionate and flexible bereavement leave.