

# @CompanyName Bereavement Leave Policy

## Purpose

The purpose of this policy is to provide eligible employees with time off to grieve the loss of a loved one and to attend to necessary arrangements. This policy is inclusive of all loved ones, including family members, domestic partners, pets, and close friends.

## Eligibility

All full-time and part-time employees who have completed at least **90 days** of employment are eligible for bereavement leave.

## Duration

Employees may take up to ten consecutive days of paid bereavement leave to attend the funeral or memorial service of a loved one. Additional time off may be approved at the discretion of the supervisor and the HR department.

## Definition of Loved One

For the purposes of this policy, a loved one includes a family member, domestic partner, close friend, pet, or any other person with whom the employee has a close and significant personal relationship.

## Documentation

Employees may be required to provide documentation of the relationship to the deceased and the funeral or memorial service arrangements.

## Requesting Leave

Employees must notify their supervisor as soon as possible to request bereavement leave. The supervisor will notify the HR department, who will inform the employee of their eligibility and the amount of leave available.

## Returning to Work

Employees who take bereavement leave are expected to return to work following their approved leave. Employees who require additional time off may request vacation time or unpaid leave at the discretion of the supervisor and the HR department.

## Conclusion

We understand that the loss of a loved one can be a difficult and emotional time for employees. By providing bereavement leave that is inclusive of all loved ones, we hope to support our employees in their time of need. We encourage all employees to take the time they need to grieve and attend to necessary arrangements, and we will work with them to ensure a smooth transition back to work.