**BEREAVEMENT LEAVE**

The number of days’ leave granted in circumstances involving the death of a dependant or close relative depends on either the relationship of the member of staff and the deceased, whether or not the member of staff is involved with the funeral arrangements, or if the member of staff is a member of the same household as the deceased.

**The general guidelines stipulate:**

5 days’ paid leave may be granted to members of staff who have experienced the death of a partner, spouse, mother, father, son, daughter, sister or brother.

One day’s paid leave will be granted for the death of an uncle, aunt, niece, nephew, grandparent, grandchild or mother or father of partner or spouse.