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## Bereavement Leave Policy

### Policy statement:

Bereavement Leave is paid leave granted to an employee to provide care and support to them during a bereavement within their immediate family.

The University fully recognises the impact that bereavements may have on employees, and this Bereavement Leave Policy is designed to support employees in such instances in a compassionate manner.

### 1. Purpose

The purpose of this policy is to provide special leave with pay (Bereavement Leave) for an employee in the event of the death of a relative.

The Bereavement Leave Policy is part of Trinity's family leave support policies and commitment to support employees who may require family related leave, in the case a bereavement.

### 2. Scope

Employees of Trinity College are eligible to be considered for Bereavement Leave upon the commencement of their employment.

### 3. Principles

Bereavement Leave is granted at the time of the bereavement to facilitate the employee with paid time off work at a time when there is a bereavement in their immediate family.



## Bereavement Leave

Bereavement Leave is special leave with pay in the case of the death of spouse, child or other immediate relative as defined below.

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 detailed in the table below.

### Bereavement Leave Available

Relationship of Deceased to the Employee	Bereavement Leave
An employee's: <ul style="list-style-type: none"><li>• spouse, cohabiting partner</li><li>• child</li><li>• children being cared for on the basis of loco parentis or</li><li>• any person in a relationship of domestic dependency.<sup>1</sup></li></ul>	20 continuous working days
An employee's immediate relative, including: <ul style="list-style-type: none"><li>• parent, father, step-father, mother, step-mother</li><li>• sibling, brother, step-brother, half-brother, sister, step-sister, half-sister</li><li>• grandfather, grandmother; or grandchild</li><li>• brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, (a similar immediate relative of a cohabiting partner)</li></ul>	5 continuous working days
An employee's relative, including: <ul style="list-style-type: none"><li>• niece or nephew</li></ul>	3 continuous working days

<sup>1</sup> Domestic dependency shall be understood to mean a person who resided with an employee and who would have reasonably relied on the employee for the provision of care prior to their death.



Relationship of Deceased to the Employee	Bereavement Leave
An employee's relative, including: <ul style="list-style-type: none"><li>uncle or aunt</li></ul>	1 working day
In exceptional circumstances, where the deceased is not a family member as outlined above, and the following applies <ul style="list-style-type: none"><li>where the employee lived with the deceased person at the time of their death; or</li><li>the employee must take charge of funeral arrangements for the deceased.</li></ul>	5 continuous working days
In the event of a stillbirth or prenatal death <sup>2</sup> of a child after 24 weeks pregnancy, and where an employee is one of the following: <ul style="list-style-type: none"><li>father of the child</li><li>spouse or cohabitant of the mother of the child, or</li><li>parent of the child under Section 5 of the Children and Family Relationships Act 2015 where the child is a donor-conceived child within the meaning of Part 2 of that Act.</li></ul>	10 continuous working days

### Part time employees

With regard to part-time employees, the granting of Bereavement Leave, and the amount granted will depend on the employee's work pattern for the period in question.

Bereavement leave will apply from the date of notification of the bereavement and cover the appropriate number of consecutive days thereafter, noting that the employee may not have been scheduled to work on all of those days.

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<sup>2</sup> Leave for employees who experience a stillbirth or prenatal death of a child after 24 weeks pregnancy is covered under Section 5 of the College's [Maternity Leave Policy](#)



## Other Arrangements

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

There is no requirement for an employee to avail of the full amount of Bereavement Leave outlined above. Should an employee wish to return to work sooner, they should contact their Head of School/Head of Area/Line Manager to advise them of same.

Bereavement Leave is granted only at the time of the bereavement and cannot be paused and reinstated at a later time, or retrospectively applied. However, where an employee returns to work sooner than the relevant.

Bereavement Leave allowance permits, they may, within three working days of their early return, reinstate the remainder of their Bereavement Leave.

Bereavement Leave may also be paused/delayed where an employee has to travel abroad to attend a funeral at the discretion of the Director of Human Resources, or their nominee.

Bereavement Leave cannot be substituted for any form of leave, other than annual leave. If the bereavement occurs when an employee is on pre-approved annual leave, the annual leave can be replaced with Bereavement Leave and the annual leave restored.

## 4. Other Supports

<b>The University's Employee Assistance Programme (EAP)</b>	Employees can avail of the University's Employee Assistance Programme (EAP) which offers both practical and emotional support to staff and their immediate families who have experienced bereavement. Details of the EAP can be found at <a href="#">TCD Employee Assistance Programme</a>
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<b>Dedicated online Support Hub</b>	Employees and Managers can also avail of the dedicated <b>EAP online Support Hub</b> where they will find useful information and articles to assist in dealing with bereavement and grief. To access please go to <a href="#">EAP Inspire Support Hub</a>
<b>Irish Hospice Foundation</b>	<a href="#">Bereavement Support Line - Irish Hospice Foundation</a> <a href="#">Grief in the Workplace - Irish Hospice Foundation</a>
<b>General sources of information and supports</b>	<a href="#">Bereavement supports and services - HSE.ie</a>
<b>Short course on LinkedIn for Managers</b>	<a href="#">Understanding grief (linkedin.com)</a>

## 5. Policy owner

Trinity College Human Resources department are the owners of this Policy.

This Policy will be reviewed after three years in operation and/or when the Civil Service bereavement leave arrangements are amended under Circular 01/2017, which is available at the following link: [Bereavement Leave in the Civil Service \(circulars.gov.ie\)](#).

**END POLICY**

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## The Process

### How to apply for bereavement leave

<b>Notification</b>	To apply for Bereavement Leave, the employee should advise their Head of School/Head of Area/Line Manager of the bereavement by phone or email at the earliest opportunity.
<b>Agreement</b>	Upon agreement, the Bereavement leave can be taken, and the Head of School/Head of Area/Line Manager should record on the Employee's local leave record.
<b>Recording</b>	The Bereavement Leave form <a href="#">bereavement-leave-form.docx (live.com)</a> should be completed by the applicant within 2 weeks of returning to work. Their Head of School/Head of Area/Line Manager will then confirm the approval of the leave and forward to <a href="mailto:hr@tcd.ie">hr@tcd.ie</a> .

## END PROCESS

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