**Bereavement Leave Policy**

**[Company Name]**

*All full and part-time employees of [Business Name] are entitled to unpaid bereavement leave in the event of the death of a friend or family member. Bereavement leave will not count against time taken for vacation or sickness.*

1. **Bereavement Leave for Immediate Family**

Immediate family includes siblings, parents, spouses, children, parents-in-law, grandchildren, grandparents, children-in-law and siblings-in-law. Employees who require time off to attend a funeral for an immediate family member, or to make arrangements, are eligible for 7 unpaid days of bereavement leave.

1. **Bereavement Leave for Nonimmediate Family**

Employees who require leave for nonimmediate family funerals (aunts, uncles, cousins, etc.) are entitled to 3 unpaid days of bereavement leave.

1. **Bereavement Leave for Friends/Co-workers, etc.**

Employees who require leave to attend the funerals of friends, co-workers, neighbors, and other associates, are entitled to 1 day of bereavement leave.

1. **Approval by Supervisor**

Before taking bereavement leave, an employee must request the leave directly from their supervisor. Employees must state the date(s) and duration of their leave. Approval/denial will be provided in writing once the request has been reviewed.