

## Bereavement Leave Policy

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Bereavement Leave Policy	1.0.1	August 2018
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17 August 2016	4457	Revised

### Purpose

To govern the provisions of bereavement leave to all Council employees.

### Scope

This Policy does not form part of any employee's contract of employment. The Policy is not intended to override the terms of any award, certified agreement or contract that applies to an employee.

This Policy reflects the provisions of, where relevant, the Industrial Relations Act 1996 (NSW), the Local Government (State) Award 2014 but does not override any more beneficial provision in an employee's contract of employment.

### Definitions

Immediate Family –

- A spouse or a de facto partner of the employee
- A child of the employee
- A parent of the employee
- A sibling of the employee
- A grandchild of the employee
- A child of the spouse or de facto partner of the employee
- A parent of the spouse or de facto partner of the employee
- A sibling of the spouse or de facto partner of the employee
- A grandchild of the spouse or de facto partner of the employee
- A member of the employee's extended family living in the same domestic dwelling as the employee
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Extended Family –

- A niece of the employee
- A nephew of the employee
- An uncle of the employee
- An aunt of the employee
- A grandparent of the employee
- A grandparent of the spouse or de facto partner of the employee
- A spouse or de facto partner of the employee's child (son in law or daughter in law)

### Policy Content

Council provides Bereavement Leave in accordance with the Local Government (State) Award 2014.

Employees, other than casual employees, who are absent from duty because of the death of a person and provides satisfactory evidence to Council shall be entitled to:

- Up to four days paid bereavement leave upon the death of a member of the employee's immediate family, or
- Up to two days bereavement leave upon the death of a member of the employee's extended family.

Casual employees are entitled to be unavailable to attend work for these periods, however are not entitled to payment for the period of non attendance.

### **No Accumulation**

As bereavement leave is an event based leave, it does not accrue and accordingly will not be paid out on termination of employment.

### **Notice Requirements**

Employees must notify Council as soon as practicable of the intention to take leave. Council may require an employee to provide to the Council's satisfaction, proof of the death of a member of the employee's immediate family.

### **Applications For Leave**

Any employee who requests bereavement leave of a type specified by this Policy should submit a Leave Application Form and comply with the relevant notice and documentation requirements outlined in this Policy. All documents should be given to the employee's Immediate Supervisor.

### **Links to Policy**

Nil.

### **Links to Procedure**

Nil.

### **Links to Forms**

Personnel Leave Application Form

### **References**

Local Government (State) Award 2014

### **Responsibility**

Director Corporate & Community Services

### **Document Author**

Manager Corporate Services

### **Relevant Legislation**

Local Government (State) Award 2014  
Industrial Relations Act 1996 (NSW)

### **Associated Records**

Nil.