



TUS

**Technological University of the Shannon:
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

Bereavement Leave Policy

Human Resources Department





Document Control Record

TUS Bereavement Leave Policy	
Document Title	TUS Bereavement Leave Policy (formerly named Compassionate Leave)
Document Entrust	TUS Human Resources Department
Document Status	Approved
Revision No	1.0
Pages	4
Approval Body	TUS Human Resources Department
Date of Approval	01/12/2022
Next Revision	2025

Revision History	
Revision No	Comments/Summary of Changes
1.0	AIT/LIT policies reviewed with differences identified and agreed for a TUS Policy. All Unions consulted and changes agreed.

1. Purpose

The purpose of this policy is to demonstrate the Technological University of The Shannon: Midlands Midwest (TU) commitment to provide employees with Bereavement Leave when there is a death in the family. All employees of the TU are covered by this policy.

Part time employees will be entitled to bereavement leave on a pro rata basis.

Example:

An employee is scheduled to work Monday, Tuesday and Wednesday each week. Their entitlement to bereavement leave on the death of their parent will be 3 days (Monday – Wednesday), there will be no further entitlement.

Bereavement leave may not be taken retrospectively.

2. Entitlements (effective 12th December 2022)

Employees will be entitled to paid leave in the following circumstances:

In the case of death of:	New Circular entitlements
spouse (including a cohabiting partner), child (including adopted children and children being cared for on the basis of 'in loco parentis') or any person in a relationship of domestic dependency	20 days
"immediate relative" means (a) father, step-father, mother, step-mother, brother, step-brother, half-brother, brother-in-law, sister, step-sister, half-sister, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather, grandmother or grandchild of an officer; (b) a similar immediate relative of a cohabiting partner.	5 days

<p>Where there is the death of an uncle, aunt, niece or nephew the amount of bereavement leave shall be one day. In exceptional circumstances, where the civil servant lived with the deceased at the time of their death, or has to take charge of funeral arrangements, this limit may be extended to five working days.</p>	<p>1 day or in exceptional circumstances - 5 days</p>
<p>In the event of a stillbirth or prenatal death of a child after twenty four weeks pregnancy, bereavement leave of ten days may be granted to (i) the father of the child, (ii) the spouse, civil partner or cohabitant, as the case may be, of the mother of the child, or (iii) a 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.</p>	<p>10 days</p>
<p>In a case where a civil servant has to travel abroad to make funeral arrangements in respect of an immediate relative, special leave with pay in excess of the limits for bereavement leave may be granted at the discretion of the Local HR Unit, having consulted with the relevant manager.</p>	
<p><i>If additional leave is required, employees should discuss this with their line manager/supervisor.</i></p>	

3. Procedure

As soon as it is practicable, the employee should inform their line manager/supervisor. On return to work the employee must submit, an application for bereavement leave through the HR Employee Self Service (ESS).

4. Supports

The resources of the Employment Assistance Service are available to provide support to employees if required. Details of this service are available on the TU Human Resources webpage and from the Human Resources Department.

Queries

For enquiries on this policy please contact the relevant HR Department:

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