



V1.2 Jul 13

BEREAVEMENT LEAVE (Non Teaching)

Special paid leave of absence may be granted to employees where time-off is required on compassionate grounds, because of bereavement.

The following days' paid leave will be granted in the event of the death of:

- 5 days in the case of a spouse, child or parent;
- 3 days in the case of a near relative i.e. grand-parent, brother, sister, aunt, uncle or parent-in-law.

Employees should notify their line manager/principal on the first day of absence. The above days must be taken consecutively and are exclusive of week-ends and public holidays and annual leave.