

BEREAVEMENT LEAVE SCHEME FOR ALL ETB STAFF

Effective: 12th December 2022

| Relative of Employee | Bereavement Leave Entitlement |
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| <p>Immediate Family:</p> <ul style="list-style-type: none"> • Spouse (including a cohabiting partner) • Child (including adopted child, step-child and child being cared for on the basis of 'in loco parentis') • Any person in a relationship of domestic dependency (meaning the deceased person shared accommodation with the employee and also relied on them for their care) | <p>Maximum of 20 working days</p> |
| <p>Immediate Relative:</p> <ul style="list-style-type: none"> • Father • Mother • Step-father • Step-mother • Brother • Step-brother • Half-brother • Grandfather • Grandmother • Grandchild • Sister • Step-sister • Half-sister • Sister-in-law • Father-in-law • Mother-in-law • Son-in-law • Daughter-in-law • Brother-in-law <p>Note: Entitlement for a co-habiting partner (the SNA) is treated same as for a spouse i.e. entitlement for mother-in-law, father-in-law, sister-in-law, brother-in-law.</p> | <p>Maximum of 5 working days.</p> <p>Where an employee has to travel abroad to make funeral arrangements in respect of an immediate relative, Bereavement Leave in excess of 5 working days may be granted at the discretion of their employer.</p> |
| <p>Other Immediate Relative:</p> <ul style="list-style-type: none"> • Aunt • Uncle • Niece • Nephew | <p>Maximum of 1 working day.</p> <p>In exceptional circumstances, (e.g. where the employee concerned has lived with the deceased at the time of their death, or has to take charge of funeral arrangements), this limit may be extended up to 5 working days.</p> |
| <p>Stillbirth or prenatal death after 24 weeks of pregnancy (refers to Bereavement Leave only, and does not affect Paternity Leave entitlement)</p> <ul style="list-style-type: none"> • Father of the child • Spouse, Civil Partner or Cohabiting Partner of the child's mother • 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>Maximum of 10 working days.</p> |

APPLICATION FORM FOR BEREAVEMENT LEAVE

Bereavement Leave should be notified to Manager/Principal immediately and applied for as soon as is reasonably practicable after the bereavement.

Employee must fully complete and submit the Application Form to the HR Department.

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| EMPLOYEE NAME | |
| EMAIL ADDRESS | |
| CENTRE/SCHOOL | |
| | |
| NAME OF DECEASED | |
| RELATIONSHIP TO EMPLOYEE | |
| DATE OF DEATH | |
| BEREAVEMENT LEAVE COMMENCEMENT DATE | |
| BEREAVEMENT LEAVE END DATE | |
| NUMBER OF WORKING DAYS | |

Declaration

I wish to apply for Bereavement Leave in accordance with the Bereavement Leave Scheme.

I confirm that the information provided in the application is true and accurate.

Signature of Employee _____

Date: _____

Data Protection Privacy Statement

<https://www.ddletb.ie/wp-content/uploads/2021/02/DDLETB-Privacy-Notice-Employees-Volunteers-Board-Members-Committee-members-etc.docx>

PART 2 – DECISION

I certify that I have approved/refused (delete as appropriate) Bereavement Leave in accordance with the Bereavement Leave Schemes. The following documents have been forwarded to HR Department.

- 1) Application for Bereavement Leave
- 2) Proof of bereavement (e.g. publication on rip.ie)
- 3) Approved Bereavement Leave has been recorded on ETB system

Signature: _____ Date: _____
(Principal/Manager)