

## **Know your Rights: Bereavement Leave**

IT'S AWFUL and sometimes unexpected. When a loved one dies, you often need time to grieve, plan a funeral and deal with a host of other practicalities. Bereavement leave is a paid entitlement allowing eligible employees to have this time. However, it's only applicable in some cases, so it pays to keep this clause handy, in case you or any of your colleagues ever need to use it.

### **What right or benefit does the clause provide?**

Employees are provided with 10 days (or more, at the discretion of the employer) Bereavement leave for the death of an immediate family member. Leave can be taken in more than one period, but within three months of death. Immediate family extends to grandparents and grandchildren, and there is also provision for employees to apply for leave on death of people with whom they have significant relationships outside immediate family; however this is at the discretion of the employer to approve.

### **What do you have to be to qualify?**

You must be a permanent, permanent part time, fixed term or fixed term part time to apply for Bereavement leave. Casual employees are entitled to not be available to attend work in the same circumstances.

### **What do you have to do to be eligible?**

You must submit an application to your employer and provide evidence satisfactory to a reasonable person to support the application.

### **It's important to note**

Bereavement leave can't be re-credited if you're already taking any other form of paid leave like recreation leave, personal leave or otherwise.

If this happens to a colleague or yourself, first contact your manager as soon as possible and ask that your Annual leave cease at Close of Business of that day and for Bereavement leave to start.

Please note that the ability to cancel your Annual leave is at the discretion of your manager, however this isn't an unreasonable request.