**Bereavement Leave Policy**

**[Company Name]**

All full- and part-time employees of **[Company Name]** are entitled to **[paid/unpaid]** bereavement leave in the event of the death of a family member or friend. Bereavement leave will not count against the time taken for vacation or sickness.

**I. Bereavement Leave for Immediate Family.**

Immediate family includes siblings, parents, spouses, children, parents-in-law, grandchildren, grandparents, children-in-law, and siblings-in-law. Employees who require time off to attend a funeral for an immediate family member, or to make arrangements, are eligible for **[number of days]** **[paid/unpaid]** days of bereavement leave.

**II. Bereavement Leave for Nonimmediate Family.**

Employees who require leave for nonimmediate family funerals (aunts, uncles, cousins, etc.) are entitled to **[number of days]** **[paid/unpaid]** days of bereavement leave.

**III. Bereavement Leave for Friends, Coworkers, etc.**

Employees who require leave to attend the funerals of friends, coworkers, neighbors, and other associates are entitled to **[number of days]** **[paid/unpaid]** day(s) of bereavement leave.

**IV. Approval by Supervisor.**

Before taking bereavement leave, an employee must request the leave directly from their supervisor. Employees must state the date(s) and duration of their leave. Approval/denial will be provided in writing once the request has been reviewed.