

Bereavement Leave Application Form – HR 108 (d)

This form is to be used by employees to apply for Bereavement Leave. Where applicable, please complete Online, print off, sign, scan and forward to your local processing unit.

To be completed by the employee											
Surname:						First Name:					
Grade:						Personnel No:					
Location:						PPS No:					
I hereby notify my Manager that I am applying to take Bereavement Leave in accordance with the provisions of HSE HR Circular 029/2019											
Relationship of deceased to employee:						Father <input type="checkbox"/> Mother <input type="checkbox"/> Brother <input type="checkbox"/> Sister <input type="checkbox"/> Father in law <input type="checkbox"/> Mother in law <input type="checkbox"/> Child <input type="checkbox"/> Spouse <input type="checkbox"/>					
Date of Death:						No. of days leave applied for?					
Date From :						Date to :					
Signature:						Date :					
To be completed by the Line Manager											
I have checked the relevant supporting documentation required for the leave requested and confirm that the leave complies with the provisions outlined in HSE HR Circular 029/2019											
Application Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>						No. of days leave approved:					
Date From:						Date To:					
If leave is not approved, state reason:											
Signature:											
Name:						Date:					
Contact Phone No:						Grade:					
E-mail address:											

Explanatory Note on Bereavement Leave

1. Bereavement Leave may be granted to an employee in the event of the death of a relative up to a limit of:
 - (A) Twenty working days (twenty eight calendar days) in the case of a 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, including same sex partners;
 - (B) Five working days (seven calendar days) in the case of other immediate relatives as follows: father, mother, brother, sister, father in law, mother in law.
2. In exceptional circumstances (e.g where the employee concerned has lived in the same house as the deceased or has to take charge of the funeral arrangements) an employee may be granted up to three working days' special leave on the death of a more distant relative.
3. In a case where an employee has to travel abroad to make funeral arrangements in respect of a relative specified in 1 (A) or (B), special leave with pay in excess of the limits prescribed above may be granted at the discretion of the employer.
4. The granting of Bereavement Leave and the amount granted will depend on whether or not the employee was scheduled/rostered to work for the period in question. Bereavement leave is granted only at the time of the bereavement to facilitate the employee with time off from work and is not granted retrospectively where it occurs during days / shifts when an employee is not normally scheduled/rostered to work.

Further information on bereavement leave is outlined in HSE HR Circular 029/2019. <https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-029-2019-re-bereavement-leave-revised-arrgements.pdf>