



KAIZEN  
WORKFORCE SOLUTIONS

## Bereavement Policy

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If a close family member dies you can take time off with pay under certain circumstances.

Time off is at the discretion of your manager and should be discussed with them.

Please see below for specific details;

Death of a spouse or child	Up to a maximum of three days
Death of an immediate relative, i.e., father/mother, sister/brother, mother/father-in-law, or, in exceptional circumstances, on death of a more distant relative (e.g., where the employee must take charge of funeral arrangements or has lived in the same house as the deceased),	Up to a maximum of three days
Where immediate relative dies abroad and the employee has to go abroad to take charge of funeral arrangements.	Extra days may be allowed
Death of less immediate relatives, i.e., aunts, uncles, grandparents	Time off to attend funeral services may be granted.