

Bereavement Policy Example

Clear guidelines with room for grace

THE IDEA

In “Empathetic Bereavement,” I talk about why bereavement is a little like an insurance policy: you hope to goodness you’ll never need it, but when you do, it matters. A lot. Grief is hard enough without forcing someone to figure out how to navigate work at the same time.



How to use this resource: Use this example as a starting point for thinking through your own bereavement policy. The goal isn’t to account for every possible situation. It’s to create clear guidelines while leaving room for flexibility when circumstances call for it.

Bereavement Policy (Example)

We recognize that each situation is different, that each relationship is different, and that each role requires different levels of support and responsibility.

To that end, our bereavement policy provides clear guidelines while allowing flexibility based on individual circumstances and needs.

- ◆ Immediate family or key found family members: 3 days of paid leave
 - ◇ Individuals with executor duties are provided an additional 3 days of paid leave (proof may be required of that role)
 - ◇ Travel is an additional 2 days domestically, and 4 days internationally
- ◆ Non-immediate family: 1 day of paid leave
 - ◇ Travel is an additional 1 day
- ◆ Non-immediate family: 1 day of paid leave
 - ◇ No travel days are provided

Traumatic experiences (such as unexpected deaths, the loss of a child, or assault) and other significant life events (such as divorce) may require additional accommodations, including additional PTO and flexibility for therapy, treatment, or other necessary support.

This policy is intended to provide flexibility to employees during times of significant distress, with individual circumstances evaluated as they arise. Accommodations will be considered in a way that supports the employee while also ensuring that the employee's absence does not create an undue hardship for the company or team or conflict with applicable attendance policies.

