



Bereavement Leave

Human Resources Policy

Effective Date: May 2009

1 PURPOSE

To outline the entitlements for bereavement leave.

2 APPLICATION

This policy applies to all Queensland Health employees including short term and long term casual employees.

3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

4 DELEGATION

The “delegate” is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

5 REFERENCES

- *Health Services Act 1991*
- *Public Service Act 2008*
- Directive 5/06 – Bereavement Leave

6 SUPERSEDES

- IRM 11.7-1 Leave – Family Responsibilities – Bereavement

7 POLICY

The arrangements for bereavement leave are outlined in the attached schedule and are effective from 1 July 2006.

The schedule was approved by the Director-General in accordance with section 28(2) of the *Health Services Act 1991*. The provisions are based on Directive 5/06 – Bereavement Leave.

7.1 Part-time employees

Bereavement leave entitlements for part-time employees are the same as those for full-time employees, i.e. leave is on a working day basis.

7.2 Casual employees

The bereavement leave policy applies to short and long term casual employees.

A decision is not to be taken to not re-engage a casual employee only because they have taken bereavement leave.

7.3 Employee on approved leave

An employee currently on approved leave may seek approval for bereavement leave by:

- seeking approval to terminate or cancel the existing approved leave
- applying for bereavement leave.

8 DEFINITIONS

See attachment one - schedule.

9 HISTORY

May 2009	Amended attachment one to remove clause 1.3.
July 2008	Amended to reflect <i>Public Service Act 2008</i> .
May 2008	Developed as a result of the HR policy framework consolidation project.

SCHEDULE BEREAVEMENT LEAVE	
GENERAL CONDITIONS	
<p>1. Entitlement</p> <p>1.1 An employee (other than a casual employee) that is engaged under the <i>Health Services Act 1991</i> (referred to as 'employee' in this schedule) is to be granted paid bereavement leave on the death of a member of the employee's immediate family or household as provided in this schedule.</p> <p>1.2 A 'casual employee' (as defined in this schedule) is to be granted unpaid bereavement leave on the death of a member of the employee's immediate family or household as provided in this schedule.</p> <p>2. Definitions</p> <p>2.1 'Daily hours' means:</p> <ul style="list-style-type: none"> • The number of ordinary daily working hours of an employee as specified in an industrial instrument (as defined). • In any other case – the number of hours determined from the relevant industrial instrument (as defined) as the average number of hours per working day of an employee during a pay period or other period reasonable in the circumstances. 	<p>2.2 'Immediate family' includes:</p> <ul style="list-style-type: none"> (a) The employee's spouse; or (b) A child, ex-nuptial child, step-child, adopted child, ex-foster child of the employee or employees' spouse; or (c) Parent, grandparent, grandchild, sister or brother of the employee and of the employee's spouse (such as the employee's mother-in-law, father-in-law, grandparent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law); or (d) Step-father, step-mother, half-brother, half-sister, step-brother and step-sister of the employee. <p>The list of family members provided for in this definition is not exhaustive. The District Manager, Branch Director, State Manager, Area Manager or delegate may also grant requests for bereavement leave in circumstances where the deceased is a person that occupied the same prominence in the employee's life as a family member identified in the 'immediate family' definition (above). Particular consideration should be given to cultural or other significant personal circumstances and such requests should not be unreasonably refused.</p> <p>2.3 'Industrial instrument' for the purposes of this Schedule means an award, industrial agreement, certified agreement, contract, former determination of the Governor-in-Council, directive or determination made under section 149 of the <i>Industrial Relations Act 1999</i>.</p> <p>2.4 'Casual employee' includes both long term casual employees and short term casual employees.</p>

SCHEDULE BEREAVEMENT LEAVE	
GENERAL CONDITIONS	
<p>2.5 ‘Spouse’ of an employee includes: (a) a former spouse; and (b) defacto spouse, including a spouse of the same sex as the employee.</p> <p>3. Satisfactory proof</p> <p>3.1 The employee is to furnish evidence of the death or funeral arrangements that are satisfactory to the delegate.</p> <p>4. Conversion to hourly basis</p> <p>4.1 Leave prescribed in this Schedule may be converted to an hourly basis for the purpose of granting and recording the leave.</p> <p>5. Leave granted on an hourly basis</p> <p>5.1 If an employee applies for leave on a basis other than an hourly basis, the leave may be granted on an hourly basis.</p>	<p>6. Leave based on the number of hours that the employee would have worked</p> <p>6.1 Applications for bereavement leave are to be based on the number of hours that the employee was rostered to work on that day but did not work.</p> <p>Refer to the following examples:</p> <p>Example 1 If an employee, working 7.25 hours a day, departs on bereavement leave after 3 hours, then 4.25 hours bereavement leave is to be applied for.</p> <p>Example 2 If an employee is rostered to work 7.6 hours and is absent on bereavement leave on that day, then 7.6 hours bereavement leave is to be applied for.</p>

SCHEDULE BEREAVEMENT LEAVE	
CATEGORY	ENTITLEMENT
An 'employee' is entitled to bereavement leave on full pay on the death of a member of the employee's immediate family or household. The leave is to be granted for a death occurring either within Australia or overseas.	On each occasion – 2 days bereavement leave on full pay.
The 'employee' may be granted additional bereavement leave without pay.	As determined by the delegate.
If an 'employee' reasonably requires extra time to travel to and from the funeral or other ceremony for the death.	An amount of unpaid bereavement leave equal to the time reasonably required for the travel.
A 'casual employee' is entitled to bereavement leave on the death of a member of the employee's immediate family or household. The leave is to be granted for a death occurring either within Australia or overseas.	On each occasion – 2 days unpaid bereavement leave.
A 'casual employee' may be granted additional bereavement leave without pay.	As determined by the delegate.
If a 'casual employee' reasonably requires extra time to travel to and from the funeral or other ceremony for the death.	An amount of unpaid bereavement leave equal to the time reasonably required for the travel.