Bereavement Leave

Policy Number: C11 (QH-POL-107)

Publication date: June 2014

Purpose: To outline employee entitlements for bereavement leave.

Application: This policy applies to all Queensland Health employees, including employees working for:

- the Department of Health
- non-prescribed Hospital and Health Services
- prescribed Hospital and Health Services.

Delegation: The ‘delegate’ is as listed in the Department of Health Human Resource (HR) Delegations Manual and the Hospital and Health Services Human Resource (HR) Delegations Manual – HRM Functions of the Director-General, as amended from time to time.

Legislative or other authority:

- Public Service Act 2008
- Directive 09/13 - Special Leave (Bereavement Leave provisions only)

Policy subject:

1 Policy statement
2 Application of entitlements
   2.1 Part-time employees
   2.2 Casual employees
   2.3 Employee on approved leave
3 Satisfactory proof
4 Entitlements
Definitions:
History:
1 Policy statement

The bereavement leave provisions of Directive 09/13 Special leave are administratively applied.

2 Application of entitlements

2.1 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.

2.2 Casual employees

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

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

2.3 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 and
- applying for bereavement leave.

3 Satisfactory proof

The employee is to furnish evidence of the death or funeral arrangements that is satisfactory to the authorised delegate.

4 Entitlements

<table>
<thead>
<tr>
<th>BEREVERMENT LEAVE</th>
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<tbody>
<tr>
<td><strong>CATEGORY</strong></td>
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<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
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</tbody>
</table>
An employee (including a casual) may be granted additional bereavement leave without pay.

As determined by the delegate.

If an employee (including a casual) 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.

Definitions:

**Daily hours**
- The number of ordinary daily working hours of an employee as specified in an industrial instrument or
- In any other case – the number of hours specified in the relevant industrial instrument as the average number of hours per working day of an employee during a pay period or other period reasonable in the circumstances.

**Immediate family**
- The employee’s spouse; or
- a child, ex-nuptial child, step-child, adopted child, ex-foster child of the employee or employees’ spouse; or
- 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
- The list of family members provided for in this definition is not exhaustive. The delegate may also grant requests for leave in circumstances where the deceased is a person that occupied the same prominence in the employee’s life as a family member. Particular consideration should be given to cultural or other significant personal circumstances and such requests should not be unreasonably refused.

**Full pay**
- The employee’s ordinary rate of pay inclusive of any fixed allowances that are part of the regular fortnightly pay, excluding shift penalties and consolidated shift allowance payments.

**Spouse**
- Includes –
  - a former spouse
  - de facto spouse, including a spouse of the same sex as the employee
### History:

<table>
<thead>
<tr>
<th>Date</th>
<th>Changes</th>
</tr>
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<tbody>
<tr>
<td><strong>June 2014</strong></td>
<td>• Policy formatted as part of the HR Policy Simplification project.</td>
</tr>
<tr>
<td></td>
<td>• Attachment One removed due to duplication in the policy.</td>
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<tr>
<td><strong>September 2010</strong></td>
<td>• Amended to reflect Directive 12/10 Bereavement Leave effective 23 August 2010.</td>
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<tr>
<td><strong>May 2009</strong></td>
<td>• Amended attachment one to remove clause 1.3.</td>
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<tr>
<td><strong>July 2008</strong></td>
<td>• Amended to reflect Public Service Act 2008.</td>
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<tr>
<td><strong>Previous</strong></td>
<td>• IRM 11.7-1 Leave – Family Responsibilities – Bereavement</td>
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