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:

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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**

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<thead>
<tr>
<th>CATEGORY</th>
<th>ENTITLEMENT</th>
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<tbody>
<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>
<td>In relation to each deceased person – two days bereavement leave on full pay.</td>
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<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>
<td>In relation to each deceased person – two days unpaid bereavement leave.</td>
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</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 

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### History:

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