

File Ref: E/109/32/09  
24/08/09

## **Circular 22/2009: Bereavement Leave in the Civil Service**

A Dhuine Uasail,

1. I am directed by the Minister for Finance to state that it has been decided to consolidate, in this Circular, existing general instructions regarding the granting of bereavement leave to civil servants. This circular supersedes all previous circulars and instructions covering these matters.
  
2. The provisions regarding special leave with pay which may be allowed to an officer in the event of the death of a relative are up to a limit of:
  - (a) five working days in the case of a spouse (including a cohabiting partner), child (including adopted children and children being cared for on the basis of 'in loco parentis') or any person in a relationship of domestic dependency, including same sex partners;
  
  - (b) three working days in the case of other immediate relatives. For the purposes of bereavement leave "immediate relative" means father, step-father, mother, step-mother, brother, step-brother, half-brother, brother-in-law, sister, step-sister, half-sister, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather, grandmother or grandchild of an officer; or
  
  - (c) one working day in the case of an uncle, aunt, niece or nephew.
  
3. In exceptional circumstances (e.g. where the officer concerned has lived in the same house as the deceased or has to take charge of funeral arrangements), an officer may be granted up to three working days' special leave on the death of a more distant relative. In a case where an officer has to travel abroad to make funeral arrangements in respect of a relative specified in paragraph 2, special leave with pay in excess of the limits prescribed above may be granted at the discretion of the Head of the Department/Office concerned.
  
4. Bereavement leave of five days may be granted to fathers in the event of a stillborn or pre-natal death of a child after twenty four weeks pregnancy.

5. Bereavement leave is granted only at the time of the bereavement and cannot be substituted for any other form of leave, except, when the bereavement occurs during annual leave, it is allowable to replace annual leave for bereavement leave and restore the annual leave.

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Patricia Coleman  
Director  
Personnel and Remuneration Division

To: All Departments etc.