

Number : Special Leave **Date :** 12/12/2007
Title : 12/12/2007 LP:- Special Leave
Subject : Bereavement Leave

Content:

Date: 12 December 2007

To: Personnel Officers

Re: Bereavement Leave

Dear Personnel Officer,

I refer to General Council Report 1219 and Circular 28/91 (copies attached) concerning the arrangements governing the grant of special leave to civil servants on the death of a relative. The Staff unions have asked the Department of Finance to consider the provision of ten days bereavement leave (instead of the current five) where a staff member suffers the loss of a spouse or child and the extension of the definition of immediate relative for the purposes of the circular.

The Department of Finance has considered the matter and has reviewed the practice in other public sector organisations. The current provisions regarding special leave with pay which may be allowed to an officer in the event of the death of an immediate relative are up to a limit of:

- (a) 5 working days in the case of a spouse or child, and
- (b) 3 working days in the case of other immediate relatives.

For the purposes of paragraph 1, Annex 1, Circular 22/1998, "immediate relative" means the spouse, child, father, step-father, mother, step-mother, brother, sister, father-in-law, mother-in-law, grandfather or grandmother of an officer.

The Department of Finance has agreed to amend the definition of "immediate relatives" for the purposes of paragraph 1, Annex 1, Circular 22/1998 to include:

Step-brother, step-sister, half-brother and half-sister, grandchild, sister-in-law, brother-in-law

The Department is also prepared to provide for the grant of one day only of paid bereavement leave in the event of the loss of an uncle, aunt, niece or nephew.

No increase in the period of bereavement leave is being given.

The following arrangements regarding special leave with pay which may be allowed to an officer in the event of the death of a relative apply with effect from the date of this letter.

- (a) 5 working days in the case of a spouse or child,
- (b) 3 working days in the case of other immediate relatives i.e.
father, step-father, father-in-law, mother, step-mother,
mother-in-law,
brother, step-brother, half-brother, brother-in-law,
sister, step-sister, half-sister, sister-in-law,
grandfather, grandmother, grandchild,
('spouse' includes a cohabiting partner and 'child'
includes adopted children and children being cared for
on basis of 'in loco parentis').
- (c) 1 working day in the case of aunt, uncle, niece and nephew.

Yours sincerely

Michael Errity
Assistant Secretary
Personnel and Remuneration Division