

# Bereavement Leave

## 1.0 Policy

Bereavement leave is available to BDGP staff on the death of an immediate family member.

## 2.1 Scope

An employee shall, on production of satisfactory evidence, be entitled to bereavement leave on full salary for a period not exceeding five (5) days for the death of:

(a) a partner, father, mother, brother, sister, child, step-child, mother-in-law or father-in-law, grand-parent, grand-child, next of kin, or close friend.

There is no minimum time as a BDGP employee before this leave is available to staff.

## 2.2 Casual Employees

Subject to the evidentiary and notice requirements in 2.1, casual employees are entitled to not be available to attend work, or to leave work upon the death of a person described in 2.1.

The employer and the employee shall agree on the period for which the employee will be entitled to not be available to attend work. In the absence of agreement, the employee is entitled to not be available to attend work for up to 48 hours (i.e. two days) per occasion. The casual employee is not entitled to any payment for the period of non-attendance.

An employer must not fail to re-engage a casual employee because the employee accessed the entitlements provided for in this clause. The rights of an employer to engage or not engage a casual employee are otherwise not affected.

## 3 Procedure

### 3.1 Notification

Each employee shall take all reasonably practicable steps to inform the employer of his or her inability to attend for duty and as far as possible state the estimated duration of the absence. Where practicable such notice shall be given within twenty-four hours of the commencement of such absence. Evidence is to be provided.

For any absences from work, a staff member must complete a Leave of Absence Form and submit to their line manager on return to work.

### 3.2 Other Bereavement

When the person who has passed away does not satisfy the definitions at 2.1 and staff members would like to seek leave, discussion with the CEO may determine that annual leave or leave without pay would be appropriate.

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## 4 Document information

### 4.1 Source Documents and Cross References

- Application for Leave form
- Division Award [..\..\..\Human Resources\Modern Awards\Divisions of General Practice \(State\) Award - Current May 2010.pdf](#)
- AFEI - [www.afei.org.au](http://www.afei.org.au)
- [www.fairwork.gov.au](http://www.fairwork.gov.au)

### 4.2 Revision History

The following table shows the changes that have been made to this document.

Author	Version	Date	Reviewed by...	Comments
Alicia Pratt	1	26.5.10	Jessica Blair	

### 4.3 Update schedule

This document should be reviewed at January 2013