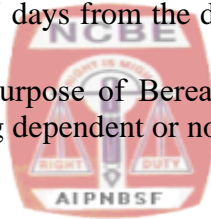


## Bereavement Leave

In case of demise of any family member of the employee, he/she needs to be with the family in the hour of grief. The concerned employee himself/herself remains in distress and also his/her presence in family is required for making arrangements and to attend the funeral and other rituals as well as to cope up with the extreme circumstances.

Keeping in view of the same, “Bereavement Leave” as Special Leave is to be extended to the concerned employee. Salient Features of the Bereavement Leave are as under:

1. It will be a paid leave.
2. Maximum Period of leave will be 7 days for each instance.
3. The same may be availed within 15 days from the date of death of the family member (as defined under).
4. The expression “family” for the purpose of Bereavement Leave will include following members, irrespective of their being dependent or not:
  - i) Spouse of the employee.
  - ii) Children of the employee.
  - iii) Brothers / Sisters of the employee.
  - iv) Parents of the employee.
  - v) Parents-in-law of the employee.
5. The leave is to be availed at one stretch.
6. Leave, if not taken within stipulated time, will lapse.



Bereavement leave can be availed by all the employees.

**(Ref.: Human Resource Management Division Cir. No. 495/2020 dated 26.03.2020)**