

## Bereavement Leave Policy Statement

Leave of absence to attend the funeral of a person with whom there has been a close personal relationship, or to carry out executorial duties, will normally be granted as paid leave outside of your annual leave allowance.

Sympathetic consideration will be given to the need for additional paid time away from work if you are coming to terms with such bereavement. When your own health is adversely affected by bereavement, a short period of sick leave might be more appropriate and your line manager will advise you accordingly.

If you require extended time away from work to travel to or from a funeral or to carry out non-executorial duties associated with a death, you should discuss this with your line manager. Leave taken in these circumstances will be either unpaid or taken as annual leave. This policy statement should be read in conjunction with the University *Sickness, Maternity Leave and Leave for Other Reasons* Policy:

<http://www.admin.ox.ac.uk/ps/managers/hours/other.shtml>