

BEREAVEMENT LEAVE AND TIME OFF FOR FUNERALS POLICY FOR PUBLIC OFFICERS

Vide Cabinet Conclusion **No. 464 of 31 March 2014**, this policy is now in effect.

1.0 Introduction

It is the policy of the Government to make available periods of leave of absence for Officers who have suffered the death of a close relative, in keeping with its statutory obligations and agreement with the Labour Unions.

Additionally, Government recognises that Public Officers may at different times need to support and provide comfort to colleagues and close friends during bereavement. In this regard, Government as a caring employer may also permit a Public Officer time-off.

2.0 Objectives

The objectives of this Policy are to:

- a. comply and harmonise with the provisions of the collective agreements with the Labour Unions;
- b. provide employees with information and clarity on their Bereavement Leave entitlements;
- c. outline the procedures to be followed in applying for and authorising Bereavement Leave and time-off to attend funerals; and
- d. provide an established point of reference for use in formulating, reviewing and updating any related policy and procedures.

3.0 Applicability

This Policy applies to officers holding or acting in any office of emolument in the Public Service, both established and un-established staff, including teachers.

4.0 Interpretation

Bereavement Leave is leave granted to an Officer following the death of an immediate family member. For the purpose of this Policy **immediate family member** means a spouse, common law partner, parent or person standing in the place of a parent, natural or adopted child, sister or brother, grandparent and grand children (Public Service Commission, 2007 and Circular No. 3/89, 1989).

Time-off to attend funerals is time granted by the employer for Public Officers to attend the funerals of colleagues, relatives and close friends.

Bereavement Leave and Time-Off cannot be accumulated and carried over into any new calendar year.

5.0 Eligibility

All persons employed by the Government of Grenada are entitled to Bereavement Leave. However, only those persons employed continuously for 90 working days are entitled to Bereavement Leave with pay.

Officers who have not been in continuous employment for 90 working days will be eligible for Compassionate Leave, at the discretion of Management.

Time-off may be granted to officers at the discretion of the Permanent Secretary/ Head of Department or the Chief Education Officer, in the case of teachers, subject to the exigencies of the Ministry/ Department.

6.0 TIME OFF FOR FUNERALS

6.1 Support to Bereaved Colleagues

Officers are encouraged to show solidarity with colleagues in times of bereavement. Therefore, a contingent of officers may be granted time off on the day of the funeral to support their colleague and represent the Ministry/ Department. However, there shall be no disruption to the functioning of any Unit/Division. Consequently, Managers shall make arrangements to cover the services provided by absent officers.

6.2 Support to Bereaved Friends and Relatives

Time-off granted to officers to attend the funeral of close friends and relatives may be granted no more than four hours (4) up to four (4) occasions during any one calendar year. Such time-off may be at the discretion of the Permanent Secretary/ Head of Department or the Chief Education Officer, in the case of teachers, subject to the exigencies of the Ministry/ Department.

7.0 Provisions

7.1 Bereavement Leave

The following Bereavement Leave shall be granted with **pay** on written application by an officer. An officer may not wish to utilise all such leave available in a single period (Memorandum of Agreement, March 2005).

In accordance with the Bereavement Leave provisions in the Public Service Commission, Delegation of Powers Orders, 2007, the following is granted to an officer.

1. Where the officer has a bereavement in Grenada in his or her immediate family, that officer shall be entitled to:
 - a. two (2) working days leave will be granted from the date of the death of the family member, unless the officer otherwise indicates.

- b. three (3) working days leave at the time of the funeral upon prior written application submitted by him or her the Permanent Secretary/ Head of Department or the Chief Education Officer, the case of a teacher.
2. Where the officer has a bereavement overseas in his or her immediate family, that officer shall be entitled to:
 - a. two (2) working days leave from the date of the death of the family member, unless the officer otherwise indicates;
 - b. five (5) working days leave to travel overseas for the funeral upon prior written application submitted by him or her to the Permanent Secretary/ Head of Department or the Chief Education Officer, the case of a teacher.
 - c. Where an officer has bereavement overseas, he or she shall produce a valid death certificate within seven (7) days on return to Grenada.
3. Additional Bereavement Leave, not exceeding four (4) days without pay may be granted (Memorandum of Agreement, 2007).

7.2 Time Off

4. Time-off to support bereaved colleagues may be granted by the Permanent Secretary/ Head of Department or Chief Education Officer to a contingent of officers on the day of the funeral to support their colleague and represent the Ministry/ Department.
5. Time-off granted to officers by the Permanent Secretary/ Head of Department or the Chief Education Officer, in the case of teachers, to attend the funeral of relatives and close friends may not exceed four hours (4) up to four (4) occasions.

6. All time off is to be granted at the discretion of the Permanent Secretary/ Head of Department or the Chief Education Officer subject to the exigencies of the Ministry/ Department.

8.0 Approval Procedures

These approved procedures are applicable for all public officers, established and un-established, with the exception of the staff of the Office of Governor General, the staff of the Office of the Houses of Parliament (Public Service Commission Delegation of Powers Orders, 2007).

8.1 Established Staff

The following applies to all **established** positions:

1. Where the officer utilises the two (2) days leave in either **1a** or **2a of Section 7**, written notification of this must be forwarded to the Public Service Commission at the time that Officer applies for leave or within two (2) weeks of the date of death.
2. An officer requesting leave in either **1b** and **2b** in **Section 7** must submit an application for Bereavement Leave to the Permanent Secretary/Head of Department or Chief Education Officer.
3. The Permanent Secretary/Head of Department or Chief Education Officer approves the applications for Bereavement Leave in **Section 7** above.
4. Once the Bereavement Leave is approved, the Permanent Secretary/ Head of Department or Chief Education Officer must forward to the Public Service Commission returns of Bereavement Leave on or before the 15th day of the month following the month during with the leave is granted.
5. Permission for time-off to attend the funeral of close friends and relatives and be part of a contingent of persons to represent the Ministry/Department at a funeral must be granted by the Permanent Secretary/Head of Department or Chief Education Officer prior to the date of the funeral.

8.2 Unestablished Staff

The following applies to all unestablished positions:

6. An officer requesting leave in either **1b** and **2b** in **Section 7** must submit a written application for Bereavement Leave to the Permanent Secretary/Head of Department or Chief Education Officer.
7. The Permanent Secretary/Head of Department or Chief Education Officer approves the applications for Bereavement Leave in Section 7 above.
8. Permission for time-off to attend the funeral of close friends and relatives and be part of a contingent of persons to represent the Ministry/Department at a funeral must be granted by the Permanent Secretary/Head of Department or Chief Education Officer prior to the date of the funeral.

All requests for Bereavement Leave and Time-Off must be completed on the **Bereavement Leave Form** (see **e-Forms** under the Department of Public Administration Folder on the <http://www.gov.gd/> **website**).

9.0 Reporting and Monitoring of Bereavement Leave and Time-Off

1. The Officer responsible for the Human Resource Management function within a Ministry/ Department shall keep a **Bereavement Leave register** and monitor leave for all staff within the Ministry/ Department and submit a report to the Permanent Secretary/ Head of Department on a quarterly basis or as requested.
2. All Heads of Units within a Ministry/Department shall keep a current record of all officers who have been granted **time-off** to attend the funeral of relatives and close friends, as well as the names of officers of any contingent representing the Unit at a funeral, with the respective dates, and submit a report to the Permanent Secretary/ Head of Department, on a quarterly basis or as requested.

3. The **Bereavement Leave Register and Time-off record** shall clearly capture the following:
 - a. the officer's Bereavement Leave and Time-off entitlement;
 - b. Bereavement Leave and Time-off taken; and
 - c. Bereavement Leave and Time-off available.

10.0 Breach of Policy

Any breach of this Policy may result in disciplinary proceedings being instituted by the Public Service Commission, or a Permanent Secretary/ Head of Department, as the case may be.

11.0 Monitoring and Review of Policy

This Policy will be reviewed by the Department of Public Administration periodically to ensure that it remains relevant.

12.0 Responsibilities

The Responsibilities are outlined in following Table.

Person/ Unit/ Division	Responsibility
Cabinet	1. Approve this Policy and any amendments.
Public Service Commission	1. Carry out disciplinary action against any officer not in compliance with Policy. 2. Delegate the authority to grant Bereavement Leave. 3. Monitor the implementation of the Bereavement Leave Policy.
Permanent Secretaries and Heads of Department	1. By way of circular, inform all Officers and employees in their respective Ministry/ Department of this Policy. 2. Monitor the application of this Policy to

	<p>ensure compliance with the provisions and that it is being fairly applied,</p> <ol style="list-style-type: none"> 3. Approve the stipulated Bereavement Leave and submit returns of Bereavement Leave for established staff to the Public Service Commission according to the procedures contained in the Delegation of Powers Order. 4. Approve time-off for officers to attend the funerals of friends and relatives and be a member of a contingent to provide support to bereaved colleagues at funerals. 5. Submit reports to the PSC where officers have been in breach of the Policy or institute disciplinary action against an officer/employee in breach of this Policy, as the case may be.
Department of Public Administration	<ol style="list-style-type: none"> 1. Report any breaches of the provisions of the Bereavement Leave, as contained in Delegation of Powers Order to the Public Service Commission. 2. Educate stakeholders on the provisions of this Policy. 3. Monitor the implementation of this Policy and revise as necessary.
Officer responsible for Human Resource Management Function	<ol style="list-style-type: none"> 1. Keep a Bereavement Leave register for all staff within the Ministry/ Department. 2. Submit a report on Bereavement Leave to the Permanent Secretary/ Head of Department on a quarterly basis or as requested. 3. Educate Line Managers on the provisions of this Policy.
All Line Managers and Supervisors	<ol style="list-style-type: none"> 1. Brief all members of staff on the provisions of this Policy. 2. Apply this Policy in a consistent, fair and

	<p>equitable manner.</p> <ol style="list-style-type: none"> 3. Report any Officer in breach of this Policy to the Officer responsible for the Human Resource Management Function in the Ministry/ Department. 4. Maintain a current official record of the names of members of any contingent representing the Unit at a funeral, and those granted time-off to attend the funeral of relatives and friends. 4. Submit a report on Time-off granted to officers to attend the funeral of friends or relatives and members of a contingent representing the Ministry/ Department, to the Permanent Secretary/ Head of Department on a quarterly basis or as requested.
Officer	<ol style="list-style-type: none"> 1. Comply with the requirements of this Policy.

REFERENCES

- Establishment Circular No. 3/89, April, 1989.
- Memorandum of Agreement between the Government of Grenada and the Grenada Public Workers' Union, March 2005.
- Memorandum of Agreement between the Government of Grenada and the Bank and General Workers' Union, October 2008.
- Memorandum of Agreement between the Grenada Manual Maritime & Intellectual Workers Union and Government of Grenada Government Controlled Estates (Ministry of Agriculture), Laura, December, 2007.
- Public Service Commission Delegation of Powers, 2007.