



TUS

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre, An tIarlthar Láir
Technological University of the Shannon:
Midlands Midwest

Bereavement Leave Policy

2026-2029

HUMAN RESOURCES

Document Control Summary:

Version Number/ Revision Number	Revision Date	Summary of Changes	Changes marked
2.0	Jun 2026	TUS Policy Template Adopted	

Consultation History:

Version Number/ Revision Number	Consultation Date	Names of Parties in Consultation e.g.: PRC, ARC, GB	Summary of Changes
2.0	October – Jun 2026	Unions, HR Managers	TUS Policy Template Adopted

Development Log:

Responsible for:	Title
Policy Developer:	Human Resources Department
Policy Owner:	VP People & Organisation
Recommended by:	Human Resources Department
Approving Authority:	VP People & Organisation
Reference Documents:	

Approval Log:

Version	Approved By:	Approval Level
2.0	VP People & Organisation	3

Date Approved: June 2026	Date Policy to take effect: June 2026
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Review Timeframe:

Version	Next Review Date:
1.0	1 st January 2030

Document Location:

Website – Policies and Procedures	X
Website – Staff Hub	
Website – Student Hub	
Other: - Internal Use Only	

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1. Introduction

This policy sets out the bereavement leave available to staff at the Technological University of the Shannon (TUS) in the event of the death of a staff member's immediate relative.

2. Purpose

The purpose of this policy is to ensure that TUS Staff are adequately informed of their bereavement leave entitlements when there is a death in their family.

3. Definitions

For the purpose of bereavement leave, 'immediate relative' means

- a) father, step-father, mother, step-mother, brother, step-brother, half-brother, brother-in-law, sister, step-sister, half-sister, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather, grandmother or grandchild of an officer;
- b) a similar immediate relative of a cohabiting partner.

4. Scope

All staff of the University are covered by this policy.

Part time staff will be entitled to bereavement leave on a pro rata basis.

Example: An employee is scheduled to work Monday, Tuesday and Wednesday each week. Their entitlement to bereavement leave on the death of their parent will be 3 days (Monday, Tuesday and Wednesday), there will be no further entitlement.

5. Entitlements (Effective from 12th December 2022)

Staff will be entitled to paid leave in the following circumstances:

- a) Where there is the death of a spouse (including a cohabiting partner), child (including adopted children and children being cared for on the basis of 'in loco parentis') or any person in a relationship of domestic dependency, the amount of bereavement leave shall be 20 working days.
- b) Where there is the death of another 'immediate relative' the amount of bereavement leave shall be 5 working days.
- c) Where there is the death of an uncle, aunt, niece or nephew the amount of bereavement leave shall be 1 day. In exceptional circumstances, where the staff

member lived with the deceased at the time of their death, or has to take charge of funeral arrangements, this limit may be extended to 5 working days.

- d) In the event of a stillbirth or prenatal death of a child after twenty-four weeks pregnancy, bereavement leave of 10 days may be granted to:
- the father of the child,
 - the spouse, civil partner or cohabitant, as the case may be, of the mother of the child, or
 - a parent of the child under Section 5 of the Children and Family Relationships Act 2015 where the child is a donor-conceived child within the meaning of Part 2 of that Act.
- e) In a case where a staff member has to travel abroad to make funeral arrangements in respect of an immediate relative, special leave with pay in excess of the limits for bereavement leave may be granted at the discretion of Human Resources, having consulted with the line manager/supervisor.

6. Application Procedure

As soon as it is practicable, the staff member should inform their line manager/supervisor. On return to work the staff member must submit, an application for bereavement leave through the HR Employee Self Service System (ESS).

Bereavement leave is granted only at the time of the bereavement.

7. Supports

The resources of the Employment Assistance Service are available to provide support to staff members if required. Details of this service are available on TUS Human Resources webpage and from Human Resources.

8. Compliance/Monitoring Review

This Policy will be updated as required to reflect changes in applicable laws or in relevant circular letters.

The policy will be reviewed every 4 years to reflect national policy and guidelines, and national / international benchmarks of best practice.

9. Queries

For enquiries on this policy please contact the relevant HR Office:

TUS Midlands: hr.midlands@tus.ie TUS Midwest: hr.midwest@tus.ie