

1. Purpose

- 1.1 The purpose of this policy is to provide details about the entitlements of employees of the Royal Irish Academy of Music, hereinafter referred to as RIAM or the Academy, to special leave in result of a bereavement as outlined in section 3.

2. Scope

- 2.1 All employees of RIAM will be entitled to Bereavement Leave under this policy document. This includes, part time, full time, fixed term, agency and permanent staff. This policy applies to both academic and non-academic staff.

3. Policy

3.1 Bereavement Leave Entitlements

- 3.1.1 In the case of the death of an immediate family member (defined as a spouse, co-habiting partner, child or any person in relationship of domestic dependency), leave will be granted up to a maximum of 20 days from date of bereavement, with pay, to be taken consecutively.
- 3.1.2 In the case of the death of a near relative (for the purposes of bereavement leave policy "near relative" means father, step-father, mother, stepmother, 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, parent-in-law, sibling-in-law, cousin, aunt, uncle), the staff member will be granted up to a maximum of 5 days leave with pay from date of bereavement, to be taken consecutively.
- 3.1.3 Where there is the death of an uncle, aunt, niece or nephew the amount of bereavement leave shall be 1 (one) day. In exceptional circumstances, where the employee lived with the deceased at the time of their death, or has to take charge of funeral arrangements, this limit may be extended up to a maximum of five working days.
- 3.1.4 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 (i) the father of the child, (ii) the spouse, civil partner or cohabitant, as the case may be, of the mother of the child, or (iii) 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.
- 3.1.5 A maximum of 1 working day may be given to a staff member to attend the funeral of a close friend or work colleague at the discretion of the manager.

- 3.1.6 If special circumstances exist which might warrant extra leave, the case, supported by a recommendation from the relevant line manager, should be referred to HR.
- 3.1.7 In a case where an employee 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 HR, having consulted with the relevant manager.
- 3.1.8 If the bereavement occurs when an employee is on annual leave, the annual leave can be replaced with bereavement leave and the annual leave restored.
- 3.1.9 Bereavement Leave is granted only at the time of the bereavement and the leave days in 3.1.1 and 3.1.2 should be taken consecutively.
- 3.1.10 The RIAM will provide a deputy to cover student lessons due to absence as a result of Bereavement leave.
- 3.1.11 With regard to employees who job share, the granting of bereavement leave and the amount granted will depend on whether or not the employee was scheduled to work for the period in question.

There is no requirement for an employee to avail of the full amount of bereavement leave outlined above. In certain situations, an employee may wish to return to work sooner.

The term “working week” means the number of days or hours an employee normally works in a given week.

4.1.1 Application

- 4.1.2 An application for the leave arrangements detailed above should be made by contacting your line manager as soon as is reasonably practicable to outline your intention to take leave and the dates.

5 Responsibility

- 5.1 HR is responsible for overseeing this policy and its operational procedures.

6 Related Documents

- 6.1 [Citizen Information](#).

- 6.1.1 [Bereavement Leave in the Civil Service Circular 01/2017](#)

7 Document Control

Revision 1 Approved by RIAM Governing Body: 7th April 2022

Revision 1 Approved by the Trinity Academic Council: 18th May 2022

Revision 2 Approved by RIAM Governance Committee 18th November 2024

Next review: Academic year 2027/2028