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|  | Dundalk Institute of TechnologyBereavement Leave Application Form |

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| **Name:** | |  | | | | | | **Grade:** | | |  | | | | |
| **Payroll No:** | |  | | | | | |  | | |  | | | | |
| **School/Department/Function:** | | | | | |  | | | | | | | | | |
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| **Type of Leave/Reason for Absence:** | | | | | | |  | | | | | | | | |
| **(Compassionate Leave)** | | | | | | |  | | | | | | |  | |
| **Family Relationship** | | | | | | |  | | | | | | |  | |
| **Period of Absence:** | | | **From:(First day of leave)** | | | |  | | | | | | | |  |
|  | | | **To:(Last day of leave)** | | | |  | | | | | | | |  |
|  | | | **Number of Days:** | | | |  | | | | | | | |  |
|  | | |  | | | |  | | | | | | |  | |
| **Applicant’s Signature:** | | | | |  | | | | | **Date:** | |  | | | |
| **Guidelines**  The Institute may grant Bereavement leave to employees to provide them with time away from work on the death of an immediate relative. Leave with pay will be available on the death of an immediate relative as follows:   * 20 days on 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’) * 5 days on the death of a an immediate relative\* * 1 day’s leave on the death of family member uncle, aunt, niece or nephew.   Arrangements for bereavement leave should be discussed and agreed with the relevant Head of School, Department or Function, a form completed and sent to HR for **approval** and entry on Core. | | | | | | | | | | | | | | | |
| **I recommend/do not recommend this application:** | | | | | | | | | |  | |  | | | |
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|  | | |  | | | | | | |  | |  | | | |
| **Signature:** | | |  | | | | | | | **Date:** | |  | | | |
|  | | | **Head of School/Department** | | | | | | |  | |  | | | |
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|  | | | |  | | | | |  | | | |  | | |
| **Signature:** | | |  | | | | | | | **Date:** | |  | | | |
|  | | | **Human Resource Manager** | | | | | | |  | |  | | | |
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**\* For the purposes 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. Refer to Circular reference number 01/2017.**