

**Title:** Bereavement Policy

### Procedures & Forms

HR Policies and Procedures  
Annual Leave Form ([www.kojhr.com](http://www.kojhr.com))

### Effective Date:

This version supersedes all previous policy and practices related to Bereavement Policy. This policy is effective 1<sup>st</sup> February 2014

### Background

KOJ Group LLC (the “Group”) has established a Bereavement policy to uniform guidelines for providing paid time off to employees for absences related to the death of immediate family member.

### Scope

All employees under the umbrella of the “Group” are governed by this policy.

### Policy and Procedure

Bereavement leave will be granted to an employee who has been in employment with KOJ Group LLC for longer than six months.

Bereavement leave will be granted on the death of an immediate family member

Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Up to five working days (but not more than five working days as per the Line Manager's discretion) paid leave during each annual leave cycle will be granted as Bereavement leave.

Requests for Bereavement leave must be in writing on the KOJ Group LLC's Leave Application form, which should be authorised by the Line manager. Once authorised, the original Leave Application must be filed on the employee's personal file.

An *employee's* unused entitlement to leave in terms of this policy lapses at the end of the annual leave cycle in which it accrues.

Payment in lieu of taking bereavement time is not permitted.

### Maintenance and amendment of the policy

As with all Group policies (the “Group”) may amend this policy at its discretion at any time.