Bereavement leave email

The same day the employee or their manager reports the death. Approve first and handle paperwork later.

IMMEDIATE FAMILY

Subject: Your bereavement leave is approved

Hi [First Name],

I'm very sorry for your loss. Your bereavement leave is approved, and you don't need to do anything else right now.

- Days approved: [Number] paid days, [Start Date] to [End Date]
- These days don't need to be consecutive. If the service is later, you can save some of them for it. Just let me know.
- If you need more time, you can add PTO or unpaid leave. Reply to this email and we'll arrange it.

Your manager knows you're out and your work is covered. Our Employee Assistance Program offers free, confidential support at [EAP Phone].

With sympathy,
[HR Contact Name]
[Title], [Company]

EXTENDED FAMILY OR CLOSE FRIEND

Subject: Time off approved

Hi [First Name],

I'm sorry to hear about your [relationship, e.g. aunt / close friend]. Your time off on [Dates] is approved as [bereavement leave / paid personal time].

If you need another day for travel or the service, just tell me and I'll take care of it.

Thinking of you,
[Manager or HR Name]

EXTENDING THE LEAVE

Subject: Re: more time off

Hi [First Name],

Of course. I've extended your leave through [New End Date]. Here's how it will be recorded:

- [Number] days bereavement leave (paid)

- [Number] days PTO
- [Number] days unpaid personal leave

If you would rather keep your PTO and take more unpaid days, let me know. And if you'd like to come back on a lighter schedule for the first week, we can arrange that with [Manager Name].

Take care,
[HR Contact Name]

SUBJECT LINE IDEAS

- Your bereavement leave is approved
- Time off approved
- Your leave, and our condolences
- Re: more time off
- Bereavement leave: what's available to you
- We're thinking of you

SMS / WHATSAPP VERSION

Hi [First Name], I'm so sorry for your loss. Your bereavement leave from [Start Date] to [End Date] is approved and your shifts are covered. Need more time? Just reply. - [HR Contact Name]

Placeholders to replace: [First Name], [Number], [Start Date], [End Date], [New End Date], [Dates], [relationship], [EAP Phone], [Manager Name], [HR Contact Name], [Title], [Company]