

## Appendix C - Application Form for Bereavement Leave

**Bereavement Leave should be notified to the employer immediately and applied for as soon as is reasonably practicable after the bereavement. The teacher must fully complete and submit the Application Form to the employer.**

### PART 1A – TEACHER APPLICATION

Teacher's Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

PPSN: \_\_\_\_\_

School Name: \_\_\_\_\_ Roll No.: \_\_\_\_\_

### PART 1B – DETAILS OF THE DECEASED

Name of deceased: \_\_\_\_\_

Relationship to teacher: \_\_\_\_\_

Date of death: \_\_\_\_\_

Bereavement Leave commencement date: \_\_\_\_\_

Bereavement Leave end date: \_\_\_\_\_

Number of working days: \_\_\_\_\_

### Declaration

I wish to apply for Bereavement Leave in accordance with the Bereavement Leave Scheme as set out in Circular 0078/2022.

I confirm that the information provided in the application is true and accurate.

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

### Data Protection Privacy Statement

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Bereavement Leave application to be processed. Your employer will retain your Application Form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this Application Form can be found on [gov.ie](http://gov.ie). Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available on [gov.ie](http://gov.ie). Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions Section, Department of Education, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

## PART 2 – EMPLOYER DECISION

I certify that I have approved/refused (delete as appropriate) Bereavement Leave in accordance with the Bereavement Leave Scheme as set out in Circular 0078/2022. The following documents will be retained for audit purposes:

- |  |                          |
|--|--------------------------|
| 1) Application for Bereavement Leave                 | <input type="checkbox"/> |
| 2) Proof of bereavement (e.g. publication on rip.ie) | <input type="checkbox"/> |

Approved Bereavement Leave has been recorded on the OLCS/relevant ETB system	<input type="checkbox"/>
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employer)

***Application Form should NOT be submitted to the Department of Education. They should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.***