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How to inform in office about death in family

Even though it is a reality we would rather not discuss; everything has an expiry date – and human life is no exception to this universal rule. At some point in your life, you will have to deal with the loss of a loved one. The implication of which would always be the painful process of trying to stay afloat in their absence while grieving; most of which will be impossible in a structured work environment. So what do you do instead? Talking to Your Boss About The Death Of a Family Member The truth remains that, if it weren't for the boundaries existent in the workplace; this shouldn't be a hard task to accomplish. But admitting your vulnerability to people you would other wise not interact with might prove daunting, so going in – be rest-assured that most people already know that dealing with loss is tough; no further explanation is required. If you have been informed about a death in your family, the last thing on your mind would be the articulation of going through due process to inform your office manager. To save you time, and torment, only contact your immediate supervisor or human resources department and give them as much detail of the information as you are comfortable sharing (at that point) For instance, a simple phone call that says "I have recently lost my family member, and their funeral is next week, I'll be back in the office in two weeks" might suffice. Or, in an email you might decide to include a few additional details ""There was a death in my family. I'm thoroughly devastated. My sincerest apologies but I have to concentrate on funeral arrangements. Thank you for your understanding with letting our family grieve in privacy. I will return to work on soonest." Ultimately, nobody will hound you to provide information that you aren't comfortable with sharing. If you are okay with your supervisor sharing the details with your co-workers you don't mind having people from your office attend the ceremony or visitation, it is no bother. However, You shouldn't feel as if you need to personally send an email to your co-workers to break the news. Request Formally For A Bereavement Leave While it seems like an unnecessary gesture, considering that you have verbally informed the management about your situation, a formal bereavement leave letter will serve as documentation if misunderstanding about your absence ensues. And if you are conversant with official proceedings, you probably already know that 'handshake' and 'word-of-mouth' deals are dangerous; not to mention, legally useless when the need arises to use them in your defense. You can request for a bereavement leave via hard-copy letter or Email. Regardless of the means used, the letter should contain the following details; Information about the deceased, and their relationship with you. The date of the persons passing Funeral arrangement details (and perhaps an invitation to management if it is immediate family) The date for the leave to proceed, and your resumption to official duties. Contact details (if your employers need to contact you in your time away) Finally, how to inform your boss about the death of a family member might be critical, but it certainly shouldn't be your biggest worry when you're trying to grieve. So focus on your self, and when you are ready to return to the world and all its concerns, it will certainly be waiting for you. If you're in a position to need this article, congratulations. We'll try to contact Lamborghini to target you with banner ads. If you're not, but have decided to read this article anyway, welcome to the 99.98%. Don't feel too badly, though. This is just an illustration of wealth among U.S. investors. There's comfortable, there's rich... and then there's family office rich. What Is A Family Office?A family office is a one-stop financial shop for the extremely wealthy. They serve as wealth management and financial advisors for high net worth clients typically focused only on the category known as "ultra high net worth." (This is generally defined as anyone with \$30 million or more to invest. A family office isn't interested in minor millionaire champ change.)There are two main models of family office:The Single Family OfficeTraditionally, a family office serves one client. The idea behind this business model was to create a financial advisor who handles the expansive needs of someone with a vast fortune to invest. This created the first single family offices in Europe, but modern family office emerged in he United States during the 19th Century. A single family office conducts the full-time job of managing dynastic wealth.The Multifamily OfficeAs financial firms have grown more efficient they have also expanded their capacity. The Rockefeller Family Office, for example, initially opened to manage only the affairs of the Rockefeller dynasty. Today it handles money for more than 250 clients.This is the model of the multifamily office. This business will still focus on ultra high net worth individuals but will take on more than one client. This has grown in popularity during recent years in part because of improved technology. Services that once demanded the entire resources of a dedicated firm can now be provided in a fraction of the time. That opens up capacity for family offices to expand their services.Demand for family offices has grown substantially. One estimate from the Wall Street Journal suggests that the number of firms has grown by more than a third since 2011, driven in part by the sheer number of multi-millionaire families. What Does A Family Office Do?The rich are different. Someone with tens or hundreds of millions of dollars in the bank has to think more like a business. They operate less in terms of personal finance than in terms of asset management. They consider how to maximize, preserve and best handle their vast resources.A family office does everything. That can include tax planning, charitable donations, buying and managing properties and, of course, investment management.A family office will also typically handle tasks well beyond traditional finance. A family office normally won't employ lawyers, but it often has to find them. It might handle issues including lobbying or immigration. It might handle lifestyle concerns such as careers, school, travel plans or art acquisition. In many ways, it is a full-service concierge.The purpose of the family office is to help a wealthy person grow their fortune and preserve it for generations to come. It also helps that person simply get things done. Whether they would like to get a child into college or begin a second career in public speaking, a family office likely the first place they'd call.Who Works At A Family OfficeA family office employs a collection of professionals, most notably including:Investment and Wealth ManagersThese financial professionals look after the fortune. They will invest their client's money, and can do their job in a wide variety of ways. Given the sheer amount of money managed by a family office, these members of staff have options that range from putting money into a mutual fund to creating an entirely new one structured around their client's wishes.Tax AdvisorsThe office often will employ a team of dedicated accountants and lawyers who specialize in taxation. They make sure that the client gets the most favorable tax treatment possible. Their work can save a client tens of millions of dollars.LawyersA family office needs legal advice on a wide variety of subjects. Clients rely on their knowledge of real estate law, investment concerns, trusts, estates, and possibly even criminal matters. The office needs to make sure that each move it makes protects the client's best interests. This cannot be done without highly qualified legal counsel.This is, of course, just an example. A typical family office will employ not only support staff but also a wide variety of professionals who can help meet the client's needs. Estate ManagementIn many ways, estate management is the core function of a family office. The job of this office is to make sure that the fortune survives for generations to come.A family office structures money around multi-generational needs. This will mean handling family trusts, ensuring that the terms of a trust are met and that the funds are carefully managed. It also means handling tax issues that very rarely come up in other contexts. Estate taxes only affect a small handful of American families, but someone with a family office will certainly pay those taxes.A family office also manages illiquid asset transfer. It will pass down property, businesses and real estate from generation to generation. In particular this means balancing the needs of a new generation against the priority of not subdividing the fortune into meaninglessness.Finally, a family office helps to manage the family itself. It can provide financial education and interpersonal oversight. It does what's necessary to make sure that the people who hold the fortune today keep some around for the people who'll want it tomorrow. Bottom LineA family office can handle the affairs of wealthy families that need to function more like businesses. They can handle the day-to-day financial minutiae, but they also oversee long-term, multi-generational planning.While most U.S. families will never need one, those that do need them for a variety of reasons. Whether it manages an estate, handles legal affairs, or educates the next generation about how to best maintain the fortune, a family office can be invaluable to those looking to secure existing wealth.Wealth Management Tips Photo credit: ©iStock.com/scyther5, ©iStock.com/nortonrsx, ©iStock.com/blackredPage 2Do you know enough about financial management to take care of all of your investing on your own? Or do you need help from a seasoned expert?That question comes up for millions of Americans each year.If any of these describe you, you could benefit from professional financial advice:1. You're retiring soon - Maximizing retirement income requires smart decisions around complex topics such as Social Security, 401(k) and IRA withdrawals.2. You manage your own investments - Individual investors should check their strategies with unbiased third parties. You may be overlooking opportunities in your portfolio.3. You have children - Whether you're saving for college or planning their inheritance, there are several ways to ensure your children are taken care of.4. You inherited money - Have you noticed lottery winners often declare bankruptcy? It can be difficult to manage sudden increases in wealth.5. You have a financial advisor - Depending on how you chose your advisor, there may be a better one for you. Family referrals are convenient but don't always produce results.6. You're divorcing - Untangling finances in a divorce can be messy. Impartial advice is key.7. You want to build wealth - If you're still decades from retirement, good decisions today can add thousands to your retirement accounts. See Your 3 Financial Advisor MatchesFinding the right financial advisor that fits your needs doesn't have to be hard. SmartAsset's free tool matches you with top fiduciary financial advisors in your area in 5 minutes. Each advisor has been vetted by SmartAsset and is legally bound to act in your best interests. If you're ready to be matched with local advisors that will help you achieve your financial goals, get started now. When an employee suffers the death of an immediate family member, he or she is usually entitled to a few days of paid vacation leave in order to take care of family arrangements. An additional few days of unpaid leave may be available in most situations. The bereaved employee needs to write a formal bereavement leave letter to employers, clearly stating the situation and the dates needed off from work. Format and Content The typical bereavement leave letter format is similar to most business letters, with your address, your employer's address and the date at the top of the page. The letter should include a brief summary of your bereavement situation, your request for bereavement leave, and the date on which you plan to return to work. Some companies may require proof in order to grant paid leave, so be sure to familiarize yourself with company policies on different types of leave. Include your contact information and any other important details which may be pertinent to your work situation. Sample Here is a bereavement leave letter sample, written by an employee whose father has passed away. He is flying out of state immediately in order to tend to the funeral arrangements and requests that his employers grant him 3 days of paid leave with 3 additional days of unpaid leave. He clearly states when he is taking the leave and when he will return to the office. Dear Ms. Schubert, I am writing this letter to inform you of the unfortunate and unexpected passing of my father today. I would like to formally request that you grant me 3 days of paid leave plus 3 days of unpaid leave due to these circumstances. I am flying out tonight, April 1, 2014, and plan to be out of town for the funeral and all related arrangements until Monday, April 8, 2014, when I will be returning to the office. I appreciate your consideration in this matter as I will need all 6 days to take care of all of the family arrangements. I trust that my work over the past few years speaks for itself in regards to my willingness to make all efforts to catch up satisfactorily upon my return. I am confident that my currently unfinished projects will not be negatively affected by such a short absence. When I return to the office on Monday, I hope be able to focus on my work much more effectively. If you have any questions or concerns about this matter, please leave me a message. I can be reached during the day by telephone at (555)-555-5555 or by email at (email) I will make an effort to answer all messages as soon as I can. Thank you for your assistance during this time. Yours sincerely, Allen Holloway Mr. Allen G. Holloway Marketing Director Smith Communications When someone close to you passes away, taking bereavement leave from work can provide you time to process the loss and take a step toward healing. If you choose to take bereavement leave, it's highly advisable to follow your company's guidelines. Doing so can help ensure that your team members can function smoothly in your absence and that you will receive the appropriate pay. In this article, we explain what bereavement leave is and how to request it professionally.Bereavement is a period of grief or mourning a person experiences after a loss, and bereavement leave is employer-sanctioned time off work granted after the death of a loved one. Larger companies often have official bereavement leave policies. Other businesses, especially small to medium firms, work with their employees to determine their bereavement leave requirements on a case-by-case basis.Family bereavement, or the death of a close relative, is the most common reason employers grant bereavement leave. The following people qualify as close relatives for most employers:Your parents, including step-parents and adoptive parentsYour siblingsYour spouse or civil partnerYour children, including step-children and adoptive childrenSome companies also recognize grandparents, grandchildren and the parents and siblings of your spouse as close relatives. Also, some companies allow employees to take bereavement leave following the loss of an extended family member or a close friend.It is important to discuss bereavement leave parameters with your employer before taking time off. Most employers support their workers and understand their need to take time off. Organize your bereavement leave as soon as possible after your loved one passes to respect your own emotions and the workflow of your employer. Follow these steps when requesting bereavement leave:If your loved one is not in good health, you may choose to discuss the situation with your employer openly. This will prepare them for the possibility that you may take bereavement leave. During this time, if your company allows, you may also want to take time off to visit your loved ones and care for them. Some employers will grant paid vacation time or agree to remote work arrangements, especially if their workers live far from family. If you find out suddenly that you will need bereavement leave, you may choose to let your supervisor know in a quick conversation before submitting an official request.Companies with bereavement leave policies typically outline them in their employee handbook. Check your employee handbook to determine your company's requirements and steps for requesting and taking bereavement leave. Determine whether your company offers paid bereavement leave and how long your bereavement time lasts. You should also know whether your bereavement leave is separate from your regular leave entitlements or whether your company will deduct it from your paid vacation days. Once you understand the terms of your bereavement leave, you can make the arrangements you need. You might prefer to use paid vacation time, rather than unpaid bereavement leave, to minimize financial stress.Sometimes only select employees qualify for paid leave. Many companies only offer paid bereavement leave to their full-time employees. Some also require full-time employees to serve a probation period, such as three months of continuous employment with the company, before claiming paid bereavement leave. Part-time workers, independent contractors and new hires can still usually take bereavement leave, but their companies may not offer paid leave.Determine whether your company requires you to save and submit documents, such as funeral programs, when you return. If your company requires these documents, let your manager know if you are not attending the funeral.If the employee handbook does not note bereavement leave terms, discuss your circumstances with your supervisor or human resources department to learn how to proceed. Some businesses offer bereavement leave but don't have formal policies Ask for a signed copy of bereavement leave documentation rather than relying on verbal agreements. Documentation clearly detailing the terms of your bereavement leave minimizes confusion about your intended date of return and clarifies your entitlements.Related: Documentation in the WorkplaceConsider your responsibilities, your own mental health and your finances when determining how much time off you want to take. Many employees take a combination of bereavement leave and personal leave after the loss of a loved one. If your company has a generous paid leave policy, you might take an extended break. You could also use sick leave, vacation time or personal days. Creating a timeline for your leave and return to work should help you organize your thoughts after your loss. Note the funeral date, dates for travel, work deadlines and when you plan to return to the office. Some people return to work part-time before transitioning back to full-time work. If you intend to do this, note when these transitions will occur.After discussing your need for leave with your supervisor and human resources department, put your request in writing. Your written leave request gives you and your employer something to refer to during and after your leave. A formal letter is often best, but an email may suffice for some workplaces. Ask what your company prefers in your face-to-face or phone call meeting.Image descriptionLeave of Absence Letter FormatDateRecipient company and address (name of optional)RequestStatement of gratitude and next stepsClosing and signatureWrite your request for bereavement leave in a formal, polite tone. Send your request to your company's human resources department or your supervisor. Your company may require you to include the following with your request:The name of your loved one, the date or place of their passing and the relationship they had to youHow much bereavement leave you wish to takeWhether you want to take additional time off as paid vacation timeWhen you plan to return to workHow you plan to spend your bereavement leaveYour commitment to your employer and your jobAny arrangements you have made for other employees to take over your duties in your absenceWhether you are available via phone or email to discuss work matters while you are on leaveYour thanks for your employer's understanding during this difficult timeRead more: How to Write a Professional EmailSome businesses ask their employers to supply documentation supporting their request for bereavement leave, such as copies of obituaries and travel documents. Supplying all required documentation will make sure your company grants your bereavement leave without any delays.Some companies have forms employees must sign to make sure they are paid for their bereavement leave. Ask whether your company has these forms, and return them promptly for processing.Make sure to leave any notes about your existing duties to assist colleagues in managing your responsibilities while you are away. If you can, arrange for a coworker to help with your workload. If you are available to answer questions during leave, add your contact details to these notes.You may want to request that your human resources representative or supervisor notify your colleagues of the reason for your leave, so you don't have to answer questions about your absence on your return to work. If you do not want to talk further about the loss of your loved one, tell the human resources representative.You can use the following bereavement leave request as a template to create your own:Dear [Supervisor],I am writing to formally request bereavement leave. My mother, Mary Smith, passed away last night in [location]. I would like to request bereavement leave to return to my hometown and make funeral arrangements beginning July 1 through July 9. I will not need to take additional time off as paid vacation.I remain committed to my position, and I will do my best to complete the projects I'm working on before then. Brandon Jones has agreed to handle my usual duties while I'm gone. Should you need to reach me while I'm away, please send an email to emailaddress@ISP.com or text my cell phone at 123-456-7890.I appreciate your understanding at this time.Kind regards,John SmithRemember to add the date and contact information for you and your recipient to a bereavement leave letter. Emails don't require these details.

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