

POLICY/GUIDELINE: **Bereavement Leave**

LAST REVISION: August 2012

When a death occurs in an employee's immediate family, all regular full-time and part-time employees may be granted up to three (3) days off with pay to attend the funeral or make funeral arrangements. Days so granted must be days the employee is regularly scheduled to work and will begin with notification from the employee. The pay for time off is based on regularly scheduled work hours per day, and will be prorated for a part-time employee. An employee must submit a Request for Paid Time Off form to Human Resources, signed by their supervisor, in order to receive pay for bereavement days.

We understand the deep impact that death can have on an individual or a family, therefore additional time off may be granted. The employee may make arrangements with his/her supervisor for additional days off in the instance of the death of an immediate family member. Additional time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements. Employees must use any available PTO hours first; if none is available, then this time will be unpaid.

Immediate Family Defined for Bereavement Leave:

An immediate family member is defined as an employee's spouse, parent, stepparent, brother, sister, child, stepchild, grandchild, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law or son-in-law.

Other and/or Non-family Member Funeral Leave:

All regular full-time and part-time employees may be granted up to one (1) day off with pay to attend the funeral of a family member not defined as immediate such as an aunt, uncle, niece or nephew, or a close non-family member. This time off will be considered by the employee's supervisor on a case-by-case basis. The pay for time off is based on regularly scheduled work hours per day, and will be prorated for a part-time employee if the funeral occurs on a scheduled work day. An employee must submit a Request for Paid Time Off form to Human Resources, signed by their supervisor, in order to receive pay for this day.