

Leave of Absence - Bereavement HR.L10

Regulation(s): None
L-Tag(s): None

POLICY: In the event of the death of an immediate family member, up to five consecutively scheduled days of paid bereavement leave may be provided to full-time employees and three consecutively scheduled days for part-time employees.

DEFINITIONS:

***Immediate Family:** The employee's spouse, significant other, parents, foster parents, grandparents, child, grandchild, sibling, parent-in-law, brother-in-law or sister-in-law.*

PROCEDURE:

1. The employee must notify his/her supervisor as soon as the need for time off is known. The employee should submit a request for time off to his/her supervisor, if possible, prior to the requested bereavement leave.
2. The supervisor discusses the request with the employee and determines the length of time the employee may be given off work for bereavement leave to ensure continuous business operations while considering the needs of the employee. The employee may be requested to provide documentation of the relationship and/or the need for bereavement leave.
3. Bereavement leave pay is calculated based on the base pay rate at the time of absence. Only the days and hours that an employee would have been scheduled to work will be considered for pay during time away for bereavement leave.
4. The employee must have been continuously employed for 90 days prior to the death of the immediate family member to receive paid time off for bereavement leave.
5. With the supervisor's approval, the employee may use any accrued paid time off hours for additional time off as necessary due to the death.
6. No payment shall be made for absence due to a death in the family should any part of the days(s) absent fall on paid holidays or scheduled time off from work.

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