

Category: Personnel

Policy Title: Bereavement

Policy Number:

Policy Statement:

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members, relatives, or close friends.

Eligibility:

All full-time, active employees are eligible for benefits under this policy.

Procedures:

An employee who wishes to take time off due to the death of an immediate family member, relative, or close friends should notify his or her supervisor as soon as possible. If employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave.

In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available vacation for additional approved time off as necessary.

Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to five days off in the event of the death of the employee's immediate family member.
 - *Immediate family members are defined as spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, grandparents, or an adult who stood in loco parentis to the employee during childhood.*
- Employees are allowed one day off in the event of death of all other relatives or close friends.

Reviewed:

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Revised: 04/2024