

Policy & Procedure

Policy Title: Funeral / Bereavement Leave

Policy Number: 304

Policy:

It is the policy of the organization to grant paid funeral/bereavement leave to eligible employees to attend to family matters.

- Full-time and part-time employees may take up to five (5) consecutive working days (first working day to begin on the date of death) of bereavement leave in the event of death of a partner, child/stepchild, or child in legal custody, mother, father, stepparent (or individual who took the place of parents in the employee's childhood).
- Full-time and part-time employees may have up to three (3) consecutive working days of bereavement leave in the event of the death of a brother, sister, mother/father-in-law, or grandchild.
- Full-time and part-time employees may have up to two consecutive working days of bereavement leave in the event of the death of grandparents, grandparent-in-law, or brother/sister-in-law.
- Vacation or personal time may be utilized in the event of the death of another family member or friend that is not included in the above policy. Requests for exceptions to the above classification may be submitted to Human Resources at management's discretion.
- Pay for a paid bereavement absence is computed at the regular hourly rate equal to their regularly scheduled shift for each day of approved leave.
- Time off granted following this policy shall not be credited as time worked to compute overtime.

Procedure

- In the event of a death, employees must contact their immediate supervisor and request bereavement leave.
- The immediate supervisor must then contact human resources.
- If the employee has already worked their regular hours in any given week, they will not be entitled to additional paid time instead of bereavement leave.
- If an employee is on vacation or another paid leave of absence the employee has the option to request a reclassification of the time to bereavement leave.
- Employees may take additional time off either as paid personal time off, vacation, or time off without pay with management approval when extenuating circumstances exist (i.e., distance required to travel).

UPDATED September 1, 2024