

<b>Title:</b>	Bereavement Leave (System-Wide)
<b>Owner:</b>	[REDACTED]
<b>Recommending Group:</b>	[REDACTED]
<b>Oversight Group:</b>	[REDACTED]
<b>Oversight Review Date:</b>	[REDACTED]
<b>Approval By:</b>	[REDACTED]
<b>Effective Date:</b>	[REDACTED]

## POLICY

Arkansas Children's Hospital recognizes the importance of family and the difficulties employees face following the loss of a loved one. For that reason, ACH grants its employees bereavement leave in accordance with the following provisions.

## PROCEDURE

### I. Bereavement and Funeral Leave

- A. All ACH employees are eligible for paid bereavement leave which provides excused absences from scheduled work hours/days due to the death of a family member.
  1. Up to three (3) days for immediate family member (maximum 24 hours); or
  2. One (1) day for other family members (maximum 8 hours)
  
- B. Approval of the appropriate bereavement leave to be provided will be determined by the department director based on individual needs including, but not limited to:
  1. Relationship to the deceased,
  2. Funeral arrangements, including travel,
  3. Employee's work schedule.
  
- C. Following the death of an employee's "immediate family member" the employee may be approved up to three (3) days of paid bereavement leave (24 hours maximum).
  1. For purposes of this policy "**immediate family member**" is defined as the employee's:
    - a. Spouse or domestic partner;
    - b. Child;
    - c. Parent;
    - d. Brother or sister
    - e. Employee's Grandparent;

- f. Employee or Employee's Domestic Partner In-laws (mother-, father-, brother-, sister-, son-, and daughter-in-law), or
  - g. Grandchild.
2. Normally, the time off is available only in the week following the death. However, employees with legal responsibility for settling a deceased person's affairs can, with supervisory approval, use part of the allowable three (3) days off for this purpose at a later time.
  3. Paid time off is at the employee's base rate and will not include overtime or shift differentials.
- D. Following the death of an employee's "**outside family member**" the employee may be approved one (1) day of paid bereavement leave (8 hours maximum) to attend the funeral.
1. For purposes of this policy, "**outside family member**" includes the following family members:
    - i. Aunt or Uncle;
    - ii. Niece or Nephew
    - iii. Cousin (1<sup>st</sup> Cousin)
    - iv. Spouses Grandparent
- E. Employees who require additional time off to attend out-of-town funerals may, with supervisory approval, use ETA, PTO or VAC to cover additional paid time off, or take the time off without pay.
- F. ACH makes every effort to allow employees to schedule vacation, personal, or unpaid leave to attend funerals of non-relatives who have been important to the employee.
- G. Employees must notify their supervisors in the event of family member's death prior to being approved for scheduled time off or payment of bereavement leave benefits.
- H. Employees requesting bereavement leave may be required to provide proof of the death in the form of a newspaper obituary notice, or other documentation as requested by their supervisor.
- I. Approval of more than one occurrence of Bereavement/Funeral Leave in a twelve (12) month period will be based on the individual circumstances and at the discretion of the employee's Department Director.
- J. Clock codes for Bereavement hours will be BER.

## II. Floral Recognition