



Moffitt Cancer Center

Policy: *Bereavement*

Responsible Office: Authorized:	[REDACTED]	Category: Policy Number:	[REDACTED]
Review Frequency:	[REDACTED]	Effective:	[REDACTED]

Policy Statement

- I. It is the policy of the Center to provide paid time off from work in the event of the death of a spouse (including a same-sex or civil union spouse), parent, step-parent, foster parent/surrogate, child, brother, sister, grandparent, grandchild, father/ mother-in-law, daughter/son-in-law, brother/sister-in law, or domestic partner.
- II. Bereavement leave may be granted for:
 - a. Attendance at a funeral or comparable service.
 - b. Travel related to the death.
 - c. Time necessary to conduct arrangements or other necessary business.
 - d. Bereavement time.
- III. Full-time team members are eligible for paid time off up to a maximum of three scheduled shifts for each occurrence (death).
- IV. Part-time team members are eligible for paid-time off for one normally scheduled shift for each occurrence.

Purpose

The purpose of this policy is to provide a team member time off from work when death occurs in his/her immediate or extended family.

Scope

This policy applies to all regular full-time and part-time team members who have successfully completed their initial employment period.

Procedures

- I. Team members should, whenever possible, notify their immediate supervisor of the possibility of a need for bereavement leave and should make the request prior to their absence. A supervisor may require documentation of the death (e.g., death certificate, obituary, documentation from funeral home, etc.) from the team member in conjunction with the request.
- II. In the event of the death of a team member's family member(s) or the family member(s) of their spouse or same sex domestic partner not listed in the Policy Statement above, the team member is eligible for 1 (one) shift of paid time off.
- III. Team members will be requested to complete a form indicating the name and relationship to the deceased to be covered by this policy. Bereavement forms should be signed by the team member's manager and sent by email to [REDACTED]