

Lifespan System-Wide Policy

Subject:
Bereavement Leave

File Under:
Human Resources:
Benefits 2.3

Issuing Department:
Human Resources

Effective Date:
January 1, 2017

Page 1 of 2

Approved By:



(Executive)

I. Purpose:

To provide eligible employees with pay for missed work days to prepare for and/or attend services for a deceased family member.

II. Eligibility:

Benefit eligible employees authorized to work twenty (20) or more hours per week are eligible effective immediately upon employment. Eligible employees who are members of a bargaining unit will receive bereavement leave in accordance with the language in their bargaining unit contracts. All others are subject to the policy provisions outlined below.

III. Policy:

Leave for death in the family will be granted to eligible employees as follows:

Category A: Not to exceed three (3) consecutive scheduled working days for these categories of family members—

- parent
- grandparent
- great-grandparent
- legal guardian
- spouse
- domestic partner/same sex domestic partner
- child
- grandchild
- great-grandchild
- sibling
- parent in-law
- son or daughter-in-law
- brother or sister-in-law
- any relative who is a member of the employee's household

or any of the foregoing in Category A where there is a step relationship

Category B: One (1) day provided it is an actual scheduled workday for –
aunt or uncle
niece or nephew
or any of the foregoing in Category B where there is a step relationship

All other bereavement related requests for time off are not covered by this policy but can be discussed by the employee with his or her supervisor/manager for approval to be utilized as vacation/earned time, personal time, or unpaid time.