



Policy: **Bereavement Pay**
Approver: Director Human Resources
Initiated: 06/12
Version: 3
Last Approval Date: 06/14, 09/18
Reference: N/A
Responsible Department(s): All Departments utilizing policies

1.0 DEFINITIONS:

ELIGIBILITY:

All employees who are in a “benefit eligible status” and have completed their initial period of employment (90 days) are eligible to be paid bereavement time.

GUIDELINES:

Immediate family: For purpose of this policy, the immediate family is defined as spouse, son, stepson, daughter, stepdaughter, father, step-father, mother, step-mother, brother, step-brother, sister, step-sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandfather, step-grandfather, grandmother step-grandmother, grandchild, step-grandchild, unmarried same or opposite sex domestic partner or their immediate family and any relative or legal guardian relatives other than the above who reside in the employee’s household.

Paid bereavement leave **WILL NOT BE GRANTED** if the death in an employee's immediate family occurs during his or her vacation, sick leave, paid disability leave or other scheduled days off.

In instances where the employee wishes to attend the funeral services for someone other than a person designated as immediate family, the employee should request time off without pay or utilize available paid time off-hours. The Department Head will make every effort to grant such a request, keeping in mind the demands of the department.

The Department Head/Supervisor may recommend to the Director of Human Resources (or designee) that bereavement time off with pay be granted should there be other circumstances as a result of the death of someone close to an employee.

Dept. Heads/Supervisors reserve the right to request verification for the need to utilize Bereavement Leave pay.

2.0 POLICY:

Woodland Pond provides bereavement compensation to employees who experience the loss of an immediate family member. The intent of the Bereavement Pay Policy is to promote efficiency and effectiveness in scheduling and paying employees for bereavement time.

Employees may receive up to three (3) days* paid Bereavement Leave. This paid leave time must be used within the seven (7) day period following the date of death unless the employee requests to waive the 7-day period, which will not be unreasonably denied.

*Employees working a 37.5 hour work week will receive a maximum of 22.5 hours Bereavement Leave Hours will be prorated for part time employees.

3.0 RELATED POLICIES: N/A

4.0 PROCEDURE:

1. Employee notifies his/her supervisor/designee of the loss.
2. Department Head schedules the employee accordingly in ADP and notifies Administration.

5.0 DOCUMENTATION: N/A

6.0 FORMS: N/A