	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: BEREAVEMENT LEAVE	EFFECTIVE DATE: 4/18/2011
	POLICY NO. 217	REVISION DATE: 10/1/2014
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ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

I. PURPOSE

When a death occurs in an associate's immediate family, the company will provide paid time for the associate to attend to the needs of their family.

II. POLICY

When a death occurs in an associate's immediate family, regular, non-union associates may take up to three (3) days off with pay to attend the funeral or make funeral arrangements when verification of the funeral and relationship are provided to the Human Resources Department.

Immediate family members are defined as an associate's:

Spouse, domestic partner, parents, brother, sister, son, daughter, grandparents, parents-in-law, grandchildren, step-parents, step-children, foster children, son or daughter-in-law, brother or sister-in-law, or loco parentis.


III. PROCESS

All regular full-time and part-time hourly associates must complete their probationary/introductory period to be eligible for bereavement pay. Supervisors/Managers/Directors may grant a probationary/introductory or temporary associate the bereavement time; however, the associate is not eligible for the bereavement pay.

Associates eligible for bereavement leave will receive their regular straight time earnings for the scheduled work hours they missed.

Temporary associates are not eligible for bereavement pay.

Approved by: 

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ADDITIONAL TIME OFF

The company understands the deep impact that death can have on an individual or a family, therefore, additional non-paid time off may be granted. The associate may make arrangements with his or her supervisor/manager/director for additional unpaid days off in the instance of the death of an immediate family member. Additional unpaid time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements. If more time is need, the associate may request a Personal Leave of Absence if eligible or Paid Time Off (PTO) if they have any unused balance, and the approvals will be dependent upon the operating needs of the department or facility. All such absences must be coordinated through the Human Resources Department.


 Approved by: