



**Manual:** Human Resources

**Section:** Benefits

**Number:** HR290v7

**Policy**    **Procedure**

**Title:** Bereavement

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<b>Executive Management Team Member:</b> Mark Steiman, Vice President Chief Human Resources Officer <input type="checkbox"/> New <input type="checkbox"/> Revised <input checked="" type="checkbox"/> Reviewed (no changes) Track: <input type="checkbox"/> A <input checked="" type="checkbox"/> C <b>Replaces:</b> 02/95, 07/99; 07/02, 10/03, 06/05, 09/09, 01/13, 02/19, 05/20, 12/22	<b>Medical Executive Committee Approval</b> <b>Date:</b> n/a  <b>Board of Directors Approval</b> <b>Date:</b> 03/12/24  <b>Effective Date:</b> 03/22/24	

**I. PURPOSE:**

To provide Bereavement Leave to associates due to a death in their immediate family.

**II. POLICY:**

Time off with pay is granted according to the guidelines listed below:

- A.** All benefit status associates are eligible from the date of hire.
- B.** In the event of a death in the immediate family, up to three (3) days (shifts) hours of paid Bereavement time will be granted for a Full-Time associate and one (1) day (shift) for a regular Part-Time associate. Fulltime associates are entitled to up to two (2) day shift of unpaid bereavement leave. Part-time associates are entitled to four (4) days (shifts) of unpaid bereavement leave.
- C.** Immediate family includes:
  - 1. Parent, stepparent or legal guardian of an associate, spouse or registered domestic partner
  - 2. Spouse or registered domestic partner
  - 3. Sibling of associate, spouse or registered domestic partner
  - 4. Child of associate, spouse or registered domestic partner
  - 5. Grandparent or grandchild of associate, spouse or registered domestic partner
- D.** Associates may choose to use PTO, if available, to cover the unpaid portion of their bereavement leave.
- E.** Bereavement Leave can be taken within 3 months of death. Additional time off without pay or accrued PTO time may be granted by the supervisor if circumstances warrant.
- F.** Associates must request Bereavement Leave at the time of the death. The supervisor must indicate the approved time off in KRONOS. Proof of eligibility may be required.

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- G.** Associates working eight (8) or ten (10) hour shifts will be granted three (3) days of pay to a maximum of 24 hours. Twelve-hour shift associates will be granted two (2) days of pay to a maximum of 24 hours.
- H.** Paid Bereavement Leave does not include shift differential nor is it included in the calculation for overtime pay.
- I.** Associates on an approved unpaid Leave of Absence are not eligible for Bereavement Leave pay.

REVISION HISTORY			
Number	Date	Author	Revision / Updates
HR290v6	12/05/2022	K. Wilkinson	Reviewed with no changes
HR290v7	01/02/2024	K. Wilkinson	<p>II. removed section B. In the event of the death of an immediate family member (see eligible family members below), associates are eligible for up to 5 days (shifts) of unpaid bereavement leave.</p> <p>II.B change “twenty-four (24)” to “three (3) days (shifts)”, change “twelve (12) hours” to “one (1) day (shift)”, add “Fulltime associates are entitled to up to 2 day shift of unpaid bereavement leave.” And add “Part-time associates are entitled to four (4) days (shifts) of unpaid bereavement leave”</p> <p>II. Added D. Associates may choose to use PTO, if available, or may take unpaid time for the difference between the CHOC paid bereavement leave benefit and the 5 days (shifts) of unpaid bereavement leave “</p> <p>E. change “at the time of death or to attend the funeral” to “ within 3 months of death”</p>