

LEAVE - BEREAVEMENT HELP DOC

All employees other than team leaders and team members are eligible for bereavement leave. When a death occurs in the employee's immediate family, the bereaved employee may be granted time off without loss of pay to make necessary arrangements, attend the funeral, and/or take other action which is customary, appropriate, and necessary.

- "Immediate" family includes a spouse, son or daughter, brother, sister, parents, parents-in-law, grandparents, grandchild, or domestic partner. A department manager has discretion to extend the bereavement policy beyond the definition of "immediate" family as appropriate.
- The employee may receive up to three days off with pay when a death of an immediate family member occurs (depending upon the employee's indicated need). All leave must be documented and approved by the employee's immediate supervisor.
- Additional days off may be granted with the approval of the employee's immediate supervisor, without pay if allowed by law, or may be charged against unused vacation or sick pay.
- If the employee is already excused from work for time off for vacation, bereavement pay, if authorized, will be paid day for day in lieu of vacation pay.
- Time compensated within this policy does not count as "hours worked" for the purpose of computing overtime.

RESOURCES

For more information on this help doc, contact you manager.

Total Rewards Portal