

Bereavement Leave

Adopted: August 18, 2023

Revised:

In the event of a death of an immediate family member, regular full-time and part-time employees are eligible to receive paid bereavement leave of up to three (3) days to prepare for/attend the funeral. Members of the immediate family are the employee's spouse, parents, grandparents, children, grandchildren, siblings, mother/father in-law and son/daughter in-law. Please contact your supervisor to make arrangements.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. With supervisor approval, employee may use any available PTO for additional time off, as necessary.