Policy: Bereavement Leave

Original Effective Date:

Revision/Review Date: 01/16/08, 01/21/09, 09/17/14, 07/17/2019

**POLICY:**

Because the Board of Directors and Administration's concern for the welfare of the hospital personnel, and importance of the emotional well being of the staff members, a plan for paid bereavement leave has been established.

Fulltime and Class A part-time personnel will be eligible for bereavement leave after the four-month introductory period, as follows:

**SERIOUS ILLNESS**

A maximum of three (3) days or up to 24 hours bereavement leave may be used for serious illness of a parent, step-parent, parent-in-law, child, step-child, or spouse, in a calendar year.

One employee will be allowed a maximum of six (6) days total bereavement leave for serious illness of all family members in a calendar year.

**DEATH**

Bereavement leave of up to three (3) days or up to 24 hours, per incident, may be used for the death of mother, father, step-parent, spouse, brother, sister, step-brother, step-sister, children, step-children, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, or grandchild.

Employees who have a status of less than 40 hours week/80 per pay period are eligible for bereavement/serious illness leave prorated in ratio to their status rather than a maximum of 3 or 6 days.

Bereavement leave is not accumulative and cannot be sold back.

PTO days may be used for bereavement.

The Department Director and Compensation & Benefits Coordinator should approve bereavement leave prior to leave, except in extreme cases.

DEFINITION: Serious Illness is generally defined as "in-patient hospitalization" for treatment, and is subject to the discretion of the Director of Human Resources and the President. Serious illness does not generally include childbirth except for instances involving the hospitalization of a spouse.