Bereavement leave POLICY

Bereavement leave will be granted to full‑time employees in the event of absence necessitated by the death of a family member. In the event of the death of an employee’s spouse, child, parent, or sibling, the employee will be granted three days off work with pay. In the event of the death of a child, an employee may take an additional ten days of unpaid leave. In the event of the death of an employee’s grandparent, father‑ or mother‑in‑law, or son‑ or daughter‑in‑law, the employee will be granted one day off work with pay. Personal days or vacation days may be used if additional time off is needed. Requests for bereavement leave should be made to the employee’s immediate supervisor, and, if practicable, at least 48 hours in advance of the requested leave. Any leave under this policy must be completed within 60 days after the employee receives notice of the death to which the requested leave is related.

THIS POLICY IS OPTIONAL