

Bereavement Leave Policy

Effective December 1, 2024

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of family members and loved ones.

Regular full-time and part-time* employees will be provided up to 40 hours** of bereavement pay for a current spouse/domestic partner, child, current step-child, parent or current step-parent. The 40 hours of bereavement will be paid to the employee for scheduled work days missed.

Regular full-time and part-time* employees will be provided up to 32 hours** of bereavement pay for a sibling or a current half/step-sibling, parent of current spouse or domestic partner, child of current domestic partner, half-sibling, current step-sibling, current daughter-in-law/son-in-law, current grandparent (including great) or grandchild (including great), and current step-grandparent or step-grandchild. The 32 hours of bereavement will be paid to the employee for scheduled work days missed.

Regular full-time and part-time* employees will be provided up to 16 hours** of bereavement pay for a sibling-in-law, current aunt/uncle, current niece/nephew, and spouse's grandparent. The hours of bereavement will be paid to the employee based on scheduled number of work hours missed.

Bereavement pay will not be granted for anyone not mentioned above.

The expectation is bereavement leave will be taken in half day or full day increments unless notification of qualifying event is received during shift. Time off may be taken intermittently following the death of a loved one to attend to family needs. Advance notice, when possible, should be communicated to your Supervisor. Bereavement time should be used within a reasonable timeframe, ideally within six months, unless extenuating circumstances prevent otherwise. These situations should be discussed with Human Resources.

Notification of funeral leave should be given to Human Resources as soon as reasonably possible. Some locations may request you provide documentation to Human Resources following the funeral/celebration of life. In these instances, there will be no bereavement paid to an employee who does not provide documentation to Human Resources.

* Part-time bereavement pay is determined as outlined in the part-time employee handbook.

** If employee's scheduled shift is more than the provided bereavement hours, the employee will be excused unpaid for remaining scheduled hours.

Bereavement Leave Chart:

40 hours (five days)	32 hours (four days)	16 hours (two days)
Current spouse/domestic partner	Sibling/current half or step-sibling	Sibling-in-law
Child/current step-child	Parent/current step-parent of current spouse/domestic partner	Current aunt/uncle
Parent/current step-parent	Child of current domestic partner	Current niece/nephew
	Current daughter-in-law/son-in-law	Aunt/Uncle of current spouse/domestic partner
	Grandparent/current step-grandparent (includes great)	Grandparent of current spouse
	Grandchild/current step-grandchild (includes great)	