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| Employee Bereavement  | **Last Revision:** | July 2017 |
| **Last Reviewed:** | June 2018 |
| **Applies to the following THA Group of Companies:**  | * Island Health Care
* Island Hospice
* Independent Life at Home
* RightHealth®
* THA Services
 |
| **Included in the following THA Manuals:** | Administrative Policies & ProceduresTalent Management |

### PURPOSE

The purpose of this policy is to provide paid time off for eligible employees when death occurs in their immediate family.

### POLICY

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with his or her supervisor’s approval, use any available vacation for additional time off as necessary.

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

Paid bereavement leave will be granted according to the following schedule:

1. Regular full-time and part-time employees are eligible for bereavement. Interns, temporary employees and casual/PRN employees are not eligible for bereavement. Eligible employees are allowed up to three consecutive days off from regularly scheduled duty with regular pay in the event of the death of an employee’s immediate family member. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative.
2. Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the company, provided such absence from duty will not interfere with normal operations of the company.

**DEFINITION**

For purposes of this policy, “immediate family” is defined as: a spouse or domestic partner (as defined by company policy), child, stepchild, grandchild, parent, stepparent, grandparent, great-grandparent, brother, sister, step-sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or legal guardian or other person who stands in the place of a parent.

### PROCEDURE

1. An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.
2. The employee should complete a Request for Time Off Form and submit it to their supervisor in advance of the time off, if possible, otherwise as soon as he/she returns to work. The name and relationship of the deceased family member needs to be included on the request, along with a copy of the program or obituary.
3. The supervisor is responsible for providing that documentation to Payroll and Talent Management for processing and filing.