

Bereavement Leave

Employees eligible for paid time off may request paid bereavement leave through their supervisor in the event of the death of an immediate family member based on the following criteria:

<i>Relationship to Employee</i>	<i>Maximum Number of Paid Bereavement Days</i>
spouse, child/stepchild, parent/stepparent, sibling/stepsibling	five days
grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law	three days
uncle, aunt, nephew, niece, cousin, grandparent-in-law	one day

An employee may request additional bereavement leave days via the use of vacation or personal business time, or as unpaid time if such time is not available to them. Sick time is not appropriate for this purpose. The supervisor may request documentation in support of the leave request.

Union employees should refer to their collective bargaining agreement.