

Effective Date: January 2021  
Responsible Official: Executive Director

### **3.4 Bereavement Policy**

GMHEC understands the importance of taking time to grieve, make any necessary arrangements and attend the funeral. Employees may receive up to three days of paid bereavement leave for each death.

#### **Eligibility:**

- You are eligible for Bereavement if you are a full-time or part-time benefits-eligible regular employee.
- Bereavement leave is intended to be used in the event of a death of an immediate family, it cannot be used for serious illness or other purposes.

#### **Pay:**

- Bereavement pay is based on the pay employees would have earned had they worked their regularly scheduled day(s) of their leave.

#### **Notice and Scheduling:**

- Arrangements should be made with the manager as soon as possible. Your manager should be advised of the total number of days you will need.
- Employees will receive approval of bereavement leave as long as there are no unusual operating requirements. Any employee may, with the supervisor's approval, use available paid leave or unpaid leave for additional time off.
- Requests for time off (absence) should be submitted via Oracle using the Absence Bereavement type. Once the time is approved, please also record it on the GMHEC Time Off Calendar and on your personal calendar and be sure to create an away phone message and turn on your email out-of-office notice with information on who to contact in your absence.

#### **Immediate Family Members:**

- Immediate family includes the employee's spouse, civil union partner, parent, child, sibling, grandparents, grandchildren, the employee's child's spouse, (civil union) parent-in-law, (civil union) brother- and sister-in-law, (civil union) grandparents-in-law, and other relatives residing in the employee's household.

#### **Questions:**

- Please contact your supervisor with questions.