

## **Bereavement Leave**

In the event of a death in the immediate family, HACM provides full-time employees time off with pay up to a maximum of three (3) days for immediate family members. Immediate family is defined as a spouse, domestic partner, child, brother, sister, brother-in-law/sister-in-law (including spouse's sibling's spouse), parent, grandparent, great-grandparent, grandchildren, father-in-law and mother-in-law. Step-parents and step children by virtue of the employee's current spouse and adoptive relationships are treated the same as natural relationships for the purpose of funeral leave administration. An employee's eligibility to use step parent funeral leave is limited to one step-father and one step-mother, regardless of the number of his/her step parents.

### **Guidelines**

An employee requesting time off for bereavement must notify his/her direct supervisor/ manager immediately upon receiving notification of the death.

Employees not requiring the full three (3) days are expected to report back to work at their earliest availability.

Written verification of the death is required and can be supplied by the obituary or deceased program, which lists the employee's name as immediate family, or a statement from the funeral home acknowledging the employee's relationship to the deceased, as well as the date of the funeral.