



POLICY: Bereavement Leave

<i>Original Implementation Date:</i>	6/2/15	<i>Date Reviewed/ Revised:</i>	2/12/20	<i>Area of Responsibility:</i>	Compliance	<i>Version:</i>	2
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PURPOSE: In an effort to establish a uniform policy on absences associated with bereavement leave.

An employee who wishes to take time off due to a death in the family should notify his or her supervisor as soon as possible. Leaving early on the day of the death is not counted towards any paid bereavement leave and will be paid as regular time.

- Full-Time employees will be eligible for up to 40 hours of paid bereavement leave for immediate family members, and 24 hours for extended family.
- Regular Part-Time employees will be eligible for up to 20 hours of paid bereavement leave for immediate family members, and 12 hours for extended family.
- Immediate family is defined as; children, spouses, parents, grandparents, grandchildren, brother/sister, step-brother/sister, and father/mother/sister/brother in-laws.
- Extended family may be an adult who stood in loco parentis to the employee or other close familial tie. The employee’s direct supervisor will partner with the Executive Leader and Human Resources to approve any paid time off for an employee requesting paid extended family bereavement leave.
- Additional time-off must be approved by the employee’s direct supervisor. In order to be paid for this additional time-off, the employee must apply accrued PTO for the time missed from their normally scheduled shift.
- Documentation may be required.
- Human Resources will partner with the employee’s direct supervisor to provide the employee other support, such as the Sun Health Employee Assistance Program information and notifying the Spiritual Life staff of the employee’s loss.

RELATED POLICIES OR REFERENCES: *Paid Time Off: Exempt (Salaried) Employees; Paid Time Off: Non-Exempt (Hourly) Employees; Paid Sick Time; Attendance; Family Medical Leave Act (FMLA); Medical and Personal Leave of Absence; Military Leave of Absence; Arizona Fair Wages and Healthy Families Act.*