



POLICY: Bereavement Leave

Original Implementation Date:	06/02/15	Date Reviewed/ Revised:	01/04/23	Area of Responsibility:	Compliance	Version:	3
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PURPOSE: In an effort to establish a uniform policy on absences associated with bereavement leave.

A team member who wishes to take time off due to a death in the family (including their own pregnancy loss) 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 team members 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 team members 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, stepbrother/sister, and father/mother/sister/brother in-laws.
- Extended family may be an adult who stood in loco parentis to the team member or other close familial tie. The team member's direct supervisor will partner with the Executive Leader and Human Resources to approve any paid time off for a team member requesting paid extended family bereavement leave.
- Additional time-off must be approved by the team member's direct supervisor and Human Resources. To be paid for this additional time-off, the team member must apply accrued PTO or PST for the time missed from their normally scheduled shift.
- Documentation may be required.
- Human Resources will partner with the team member's direct supervisor to provide the team member other support, such as the Sun Health Employee Assistance Program information and notifying the Spiritual Life staff of the team member's loss.

RELATED SH RESOURCES: *Employee Handbook; Leave of Absence Guide; POLICY: Attendance; POLICY: Non-FMLA Medical and Personal Leave of Absence; POLICY: Paid Time Off: Exempt (Salaried) Employees Director Level and Above Unlimited; POLICY: Paid Time Off: Exempt (Salaried) Employees Non-Director Level and Above; POLICY: Paid Time Off: Non-Exempt (Hourly) Employees; POLICY: Paid Sick Time/ POLIZA: Tiempo de Enfermedad Pagado.*

RELATED FEDERAL/STATE RESOURCES: [*The Employee's Guide to the Family Medical Leave Act*](#), [*Arizona Fair Wages and Healthy Families Act*](#).