

**BEREAVEMENT LEAVE****(HR-3.11)**

<b>Summary</b>	This policy addresses bereavement leave for a teammate who has experienced the loss of a close family member.
<b>Applies to:</b>	➤ All full-time, part-time and weekender teammates.
<b>Definitions</b>	<ul style="list-style-type: none"> <li>➤ <a href="#">Immediate Family Member</a></li> <li>➤ <a href="#">Extended Family Member</a></li> </ul>
<b>Procedures</b>	<ul style="list-style-type: none"> <li>➤ <a href="#">General Guidelines</a></li> <li>➤ <a href="#">Team Member Responsibilities</a></li> <li>➤ <a href="#">Leader Responsibilities</a></li> </ul>
<b>Related Policies</b>	

**BEREAVEMENT LEAVE****(HR-3.11)****Definitions**➤ **Immediate Family Member**

Immediate family member is defined as a current spouse, parent, step-parent, brother, sister, step-brother, step-sister, child (including stepchild or a current foster child), grandparent (including great grandparent), grandchild, and legal guardian.

➤ **Extended Family Member**

Extended family member is defined as a current mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.

**General Guidelines**

- Teammates may take up to three consecutive scheduled work days of leave in observance of, to handle family affairs, or attend the funeral for the death of an immediate family member.
- Teammates may take a one day leave to observe the death of and/or attend the funeral or memorial service for the death of an extended family member.
- Teammates may request Paid Time Off (PTO) for any close family member for which bereavement days are not given by Atrium Health.
- Bereavement leave benefit pay will be at a teammate's base rate of pay for the hours the teammate is scheduled to work.

**Team Member Responsibilities**

- The teammate may be asked to provide documentation of the death and/or relationship with the deceased.
- If a teammate needs more time off than provided by the bereavement leave or time off for a close relationship not covered by the bereavement policy, the teammate may request Paid Time Off (PTO). This request is to be made to the unit or department leader. Leaders will attempt to allow additional time off will be made; the final decision must be balanced with staffing needs and will be made by the leader.

**Leader Responsibilities**

- The leader approves bereavement leave and documents it on the teammate's timecard.
- Leaders are to make thorough efforts to grant Paid Time Off (PTO) requests for close family members not covered by the bereavement leave benefit. Although this policy does not guarantee extra time off for extenuating circumstances such as the need to travel outside of the country, if requested, thorough efforts are to be made to allow the teammates to attend the service and grieve with family abroad.