

Bereavement Leave

Purpose

To provide time off from work due to the death of an immediate family member.

Policy

Part-time and full-time employees may be granted up to five days of leave with pay per calendar year, in the case of the death of a spouse or partner (significant other), child, parent, grandparent, grandchild, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law or step relationships. Leave will be granted for the purpose of attending services or making arrangements following the death of a family member (as listed above). Leave for the death of other individuals will be determined on a case-by-case basis by the Human Resource Manager in consultation with the employee's direct supervisor.

Employees must be employed for a period of at least one year to be eligible for bereavement leave with pay.

Procedure

An employee may request bereavement leave by completing the Absence Request Form and submitting the form to his/her immediate supervisor. Catholic Community Service may require verification of the need for leave. If approved, the immediate supervisor shall sign the Absence Request Form and submit it to the Payroll Technician. The supervisor may consult with the Human Resource Manager if there is any question regarding the appropriateness of the approval. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. If the request is denied, the supervisor will indicate so on the Absence Request Form and notify the employee of the denial and reason.

The number of daily hours of bereavement leave is calculated by dividing the employee's regular scheduled weekly hours by five. Employees may, with their supervisor's approval, use any available paid leave for additional time off as necessary.

Scope

All part-time and full-time Catholic Community Service employees