

Department Policy and Procedure Manual

Subject: Funeral /Bereavement Time Off  
Scope: Organization-Wide

Effective Date: 6/22/1998  
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### I. Purpose

The purpose of this policy is to describe the funeral/bereavement time off policy and process. **Time off for bereavement of a child, and related procedures, are addressed separately in the Medical Center's Child Bereavement Leave policy.**

### II. Policy Statements

- A. The Medical Center offers funeral/bereavement time off to provide a time for mourning after the loss of an immediate family member.
- B. An employee must be in a budgeted .5 status (40 hours per pay period or above to qualify

### III. Procedures

- A. An employee wishing to use funeral/bereavement time off should notify their manager as soon as possible.
  - 1. Three days of funeral pay (based on your normally scheduled hours) will be granted to attend the funeral of a spouse, same-sex partner, parent, step-parent, sibling, in-law, grandparent, grandparent in-law and grandchild.
- B. Funeral pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Employees will be required to provide documentation in support of funeral leave.
- C. The department head may grant an employee additional days off as appropriate. The employee will be required to use Paid Time Off (PTO) first for any additional days off. Time that does not fall into this category will follow the Paid Time Off policy.
  - 1. Non-exempt employee: record at the ETA badge reader using the "edit pay code" function indicating the date(s), number of hours, and selecting the applicable pay code.
  - 2. Exempt employee: enter applicable pay code on the ETA record on the respective date(s) with applicable number of hours.
  - 3. The manager can enter the applicable pay code into the employee's ETA time record or schedule.

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D. Pay Codes

<b>Pay Code Description</b>	<b>Code</b>
<b>Funeral/bereavement pay</b>	202
<b>PTO scheduled</b>	200

**IV. Cross References / Related Policies**

Paid Time Off Policy

Child Bereavement Leave Policy

ETA Page on The Point: <http://thepoint.childrensmemorial.org/performance/eta/default.htm>

Date Written: 6/22/1998

Date Reviewed/Revised: 7/30/2009; 11/15/2010; 7/1/2011; 10/1/2014; 9/1/2016

Date of Approvals:

Hospital Operations Committee: 7/13/2011

Administrative Policy & Procedure Committee: 3/11/2011, 1/24/2017

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