

# Erlanger Health System Policy and Procedure

Origination Date: <u>1/1/90</u>		
Approval: _____		
Reviewed Date:	Revised Date:	Approval:
<u>6/10</u>	<u>5/09</u>	_____
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**Index Title:** Bereavement Leave  
**Originating Department:** Human Resources  
**Number:** 8327.0702

**Description for EHS Intranet:** Paid bereavement leave of up to three consecutive scheduled work days, can be taken within 14 calendar days of the death of a member of the immediate family of the employee or employee's spouse.

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**Scope:** All regular full-time and regular part-time Erlanger Health System employees.

**Policy statement:**

The purpose of this policy is to provide a means for employees to have time away from work due to the death of an immediate family member or an immediate family member of the employee's spouse.

Paid bereavement leave of up to twenty two and one-half (22½) hours for full-time and regular part-time employees can be taken within 14 calendar days of the death of a member of the immediate family of the employee or employee's spouse. (Authorized time for part-time employees will be a prorated amount based on the employee's regularly scheduled hours.)

**Employee's immediate family** is defined as spouse, father, mother, child, brother or sister, grandparent, or grandchild--any of whom may be either natural, foster, step-, or adopted. Employees may take one day for miscarriage.

**Spouse's immediate family** is defined as father, mother, child, brother or sister—any of whom may be either biological, foster, step or adopted.

Committee	Approval/Date
Personnel Committee of the Board	June 10, 2010

Medical Director	Approval/Date
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**References:**