

Adopted 8/95

Revised 12/94

1/02

**Subject: PERSONNEL POLICY #18**  
**BEREAVEMENT**

Regular full-time and part-time employees become eligible for paid bereavement time after 90 days of continuous employment.

**Bereavement Use**

Choices In Community Living provides employees with paid bereavement time when they must miss one to three regularly scheduled workday(s) per event to attend to the details and funeral arrangements of immediate family members:

Parent	Child	Sibling
Spouse	Grandparent	

(In-law and step relationships included)

Choices In Community Living recognizes special relationships may constitute others as immediate family members and will consider these requests with the approval of the executive director.

**Bereavement Requests/Approvals**

Choices In Community Living expects employees to request bereavement time with as much advance notice as possible and acquire their supervisors' approvals. Choices In Community Living may require documentation substantiating the death prior to paying approved bereavement time. Supervisors will consider employees' level of involvement in the arrangements, necessary travel and the nature of the relationship when determining the length of bereavement time up to three days.

**Bereavement Pay**

Choices In Community Living will pay for employees' regularly scheduled hours on the day(s) missed, up to three per event, for approved bereavement time. Bereavement time hours do not count as actual hours worked and are not considered in overtime calculations.