



<u>MANUAL:</u> Mission Health System: Human Resources	<u>POLICY NUMBER:</u> 1HR.HR.0020
<u>TITLE:</u> Bereavement Leave	<u>PAGE NUMBER:</u> Page 1 of 2
<u>ORIGINATION DATE:</u> September 17, 2014	<u>REVISION DATE:</u> Initial Policy
<u>CONTENT MANAGER:</u> Sheila M. Meadows - VP, Human Resources, Mission Hospital & System Talent Management	
<u>APPROVED BY:</u> Taylor Foss - Senior Vice President, Organizational Transformation Kathy Guyette, MSN, RN, NEA-BC - Senior VP, Patient Care Services for Mission Health	
The above named individuals have reviewed this document and certified their approval of said document via an electronic approval system considered equivalent to an actual signature on paper.	

**APPLIES TO:**

Part-time employees (staff members) of Mission Health  
Full-time employees (staff members) of Mission Health

**POLICY:**

This System policy is applicable to Mission Health System, Inc., to include Angel Medical Center, Inc., Blue Ridge Regional Hospital, Inc., Community CarePartners, Inc., Highlands-Cashiers Hospital, Inc., Mission Healthcare Foundation, Inc., Mission Hospital, Inc., Mission Medical Associates, Inc., The McDowell Hospital, Inc., and Transylvania Regional Hospital, Inc. (“Mission Health”).

The purpose of this policy is to show care and concern for staff members on behalf of Mission Health in the event of the death of a staff member’s immediate family member (see definition below).

**DEFINITIONS:**

A. Immediate family is defined as spouse, parent, child, sibling, grandparent, grandchild, stepparent, stepchild, parents- and grandparents-in-law, brother- and sister-in-law, legal guardian, or other person with whom the staff member resides.

**GENERAL INFORMATION:**

- A. After 90 days of employment, full or part-time staff members are eligible for excused time off with pay for funeral attendance or to assist with estate obligations.
- B. Staff may be excused from scheduled work with pay according to the following general

guidelines. It is the responsibility of the staff member to request bereavement leave at the earliest possible time according to department guidelines and to keep the department director/team leader advised of any special needs that arise during the leave (e.g., request to extend leave). Exceptions are at the discretion of department leadership:

1. Staff members may receive up to 24 hours of compensation at base hourly rate for immediate family members for funeral attendance or estate obligations.
  2. The department director/manager may grant up to one regular shift of compensation at the staff member's base hourly rate for funeral attendance or estate obligations for non-immediate family members.
  3. Staff members may request additional PTO beyond approved bereavement leave.
- C. Department leadership will approve bereavement leave requests consistent with policy guidelines.