



BEREAVEMENT POLICY

Employees are allowed up to three (3) days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse or domestic partner, child, foster child, father, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter, grandparents, and grandchildren.

Employees are allowed one (1) day off from regular scheduled duty with regular pay in the event of death of the employee's aunt, uncle, brother-in-law or sister-in-law.

Time off will be pro-rated to the employee's standard hours. If additional time off is needed, it must be requested from paid time off (PTO, vacation, or personal). Time must be taken within six months of the passing, unless extenuating circumstances apply. Requests for bereavement leave in exception of this policy will be reviewed by the Executive Director for approval.

Statement of Understanding

I have read and fully understand the terms of this policy.

I understand that any violation of this policy will result in disciplinary action up to and including immediate discharge.

I understand that Sunshine Village reserves the right to make changes to this policy as needed.

Employee Name

Employee Signature

Date

