

Reviewed/Revised:  
Mo/Yr: \_\_\_\_\_ September 2005 \_\_\_\_\_

## Erlanger Health System Policy and Procedure

Index Title	Bereavement Leave	Number	8327.0702
Originating Department	Human Resources	Effective Date	5/14/98

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

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

Paid bereavement leave of up to three consecutive scheduled work days (based on 7.5 hours each), 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.

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

Approved by \_\_\_\_\_  
oChairman of Personnel Committee  
oChairman of Board of Trustees

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Vice President of Human Resources