

Bereavement

When an employee experiences the loss of a relative, usually a few days are required to make arrangements, attend services and attend to personal and family needs. For these unexpected absences, employees are provided with time off without loss of pay as follows:

- Death of a spouse or child – 10 work days
- Death of a parent or sibling – 6 work days
- Death of a close family member or friend – 2 work days

According to family need, employees may use accrued sick or vacation time to extend absences for bereavement.

When an employee attends the funeral or burial of a spouse, child, parent or sibling more than 150 miles away, an additional day may be added, and if out-of-state, two additional days.