POLICY: RWJBarnabas Health (RWJBH) provides up to three (3) working days, not to exceed 24 hours of total leave time for eligible staff to handle matters in the event of a death of a family member.

DEFINITIONS:

1. **Immediate Family Member** is a spouse, domestic partner, parent/step parent/surrogate parent, child/step child, or sibling(s)/step sibling(s).

2. **Other Family Member** is a grandparent, grandchild, parent-in-law, brother/sister-in-law, son/daughter-in-law, niece/nephew, cousin or uncle/aunt.

   NOTE: for the purpose of this policy, “child” includes an adopted child, foster child, and any child legally appointed to the employee.

ELIGIBILITY:

1. Full time employees are eligible for up to three (3) consecutive working days, not to exceed 24 hours of total leave time.

2. Part-time employees are eligible on a pro-rated basis consistent with other paid time accruals, only if needed for scheduled worked days.

3. Bargaining unit employees are handled in accordance with the respective collective bargaining agreement.

PROCEDURE:

1. The bereavement days must be taken consecutively within a reasonable time of the day of the death or funeral; they may not be split or postponed. The days will be three (3) workdays. If the days are not used during this period, they will be forfeited.

2. A request for bereavement leave must be made to the respective supervisor as soon as the employee is informed of a family member's death.

3. The supervisor retains the right to request and receive written verification of the death.

4. There is no credit or accrual of bereavement days, nor are they compensated at termination.

5. Bereavement time is not included in the calculation of overtime.
6. Extension of bereavement time:
   
   a. Extension of bereavement time may be granted for a reasonable period of time by utilizing accrued vacation, holiday and/or personal time.

   b. A request for an extension must be made in writing to the supervisor at the time of death, funeral or during the paid bereavement period.

   c. As with all time off requests, the decision to grant the additional days off will be based on the needs of the department/unit.