



Bereavement Policy for Salaried Employees

1.0 PURPOSE

- 1.1 To provide employees with paid leave after the death of an Immediate Family Member.

2.0 SCOPE

- 2.1 This policy applies to all full-time salaried employees at PCA (exempt and non-exempt).
- 2.2 This policy does not apply to Co-ops or Interns. (Please see the Co-op/Intern Policy).

3.0 POLICY

- 3.1 Bereavement leave provides an employee with approved time off from work to address the array of emotions and issues associated with the death of an Immediate Family Member.
- 3.2 Immediate Family Member includes: the employee's spouse or domestic partner, children, stepchildren, parents, legal guardians, brothers, sisters, grandparents, grandchildren, and in-laws of married employees.
- 3.3 An employee is entitled to up to three (3) days of paid bereavement leave. Time away from work may be extended to a maximum of five (5) working days where distance traveled, or other circumstances necessitate the longer period. Bereavement leave is to be taken in consecutive days; however, it may be taken in non-consecutive working days subject to management's approval.
- 3.4 Pay for bereavement leave will be at the employee's regular rate and will not be counted as time worked for the purposes of calculating overtime.
- 3.5 An employee may request bereavement leave for the death of someone other than an Immediate Family Member. In this instance, the request is subject to management's approval and will be considered an unpaid leave of absence subject to the time limitations set forth in Section 3.3.

4.0 PROOF OF DEATH OF IMMEDIATE FAMILY MEMBER

- 4.1 An employee must provide management with proof of death for the time away from work to be approved and paid.

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