



**HEKTOEN INSTITUTE LLC
POLICY & PROCEDURES FORM**

POLICY TITLE: BEAREVEMENT LEAVE PAY

POLICY NUMBER: 00017

REVIEWED & REVISED: 05/01/2012

POLICY:


In the event of death in the immediate family, an employee shall be granted an excused paid absence of three days. For the purpose of this section, an employee's immediate family includes the mother, father, spouse/partner, children (including stepchildren, foster children, foster parents and stepparents) brothers, sisters, grandchildren/grandparents, the spouse's parents, and such persons who have reared the employee. Household is defined as persons living in the household at least one year prior to date of death, with appropriate documentation. Funeral leave shall be paid for at the regular straight time hourly rate. The three (3) days of funeral leave shall not include the employee's scheduled days off.

With your manager's approval, you may take up to one full day with pay to attend funerals of other relatives. For friends, unused personal day or earned vacation may be used for this purpose.

EMPLOYEES AFFECTED: All HEKTOEN Staff

PURPOSE:

To qualify for pay as provided herein, upon the request of Hektoen, the employee must present satisfactory proof of death, relationship to the deceased, and attendance at the funeral. Any additional time needed in the event of funeral may be taken as emergency vacation and if vacation is unavailable, as unpaid leave. If an employee's vacation is interrupted by a death in the immediate family, funeral pay as described herein shall be allowed, and such days will not be counted as vacation.

Approved by:  Date: 4/10/12

Job Title: ADMINISTRATOR