

### FUNERAL/BEREAVEMENT LEAVE

Employees will be granted up to three days of regularly scheduled work hours of paid bereavement leave due to the death of an immediate family member. "Immediate family member" is defined as the employee's child (including stepchild or foster child), spouse or domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, and members of your household. Members of your household include those who live with you as their permanent residence. An employee who wishes to take time off due to the death of an immediate family member should notify their supervisor and/or Human Resources as soon as possible.

Additional paid or unpaid time or leave for persons not covered in the definition of "immediate family member" may be allowed in some circumstances at the discretion of RAILS, or the employee may be permitted to use other available paid or unpaid time off. In certain circumstances, RAILS may require an employee seeking leave under this policy to verify the death of the member of the immediate family and/or the employee's relationship to the member of the immediate family.

Furthermore, an employee who has been employed by RAILS for at least 12 months and worked at least 1,250 hours in the last 12 months may be entitled to take up to two (2) weeks of time off for the death of the employee's child, spouse or domestic partner. Three days of this time will be paid pursuant to this bereavement policy, and employees may use available paid leave hours or take unpaid time off for the remainder of the two-week period. Funeral/Bereavement Leave is only to be used for purposes of mourning or to make funeral or other arrangements.

**Commented [SD1]:** An employee who wishes to take time off due to the death of an immediate family member should notify their supervisor and/or Human Resources as soon as possible.

**Commented [SD2]:** Currently, this policy does not require employees to provide documentation for death of an immediate family member. However, this requirement is a standard of practice for many organizations. This requirement was removed during the last handbook review. It is the only paid leave that does not require documentation.  
May be worth revisiting?

**Commented [MH3R2]:** Let's discuss