Baptist Health South Florida

POLICY NO.: BHSF-HR 3550

☑ Administrative
☐ Departmental

SUBMITTED BY:	Cristina Lopez	**APPROVED BY:**	Yolanda Torres
Title:	Corporate Manager, Benefits	**Title:**	Corporate Director, Benefits
		Responsible Department	Human Resources
APPROVED BY:	Margaret Marshall	**APPROVED BY:**	Corey Heller
Title:	Assistant Vice President, Total Rewards	**Title:**	Corporate Vice President, and Chief Human Resources Officer
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POLICY TITLE:
Paid Bereavement Benefit

SUMMARY & PURPOSE:
To establish the conditions for paid days off upon the death of a member of the immediate family, for funeral, memorial, or personal bereavement observance.

POLICY:
Bereaved employees should notify their leader at the earliest possible time. Time off of up to three days (not necessarily consecutive days) with pay will be granted upon the death of a member of an employee's immediate family for needs directly related to a funeral, memorial service, or similar observance. Additional days off using accrued Paid Time Off (PTO) time may be granted to the employee at the discretion of the department leader. If extended time is needed, a Personal Leave of Absence may be authorized.

A bereavement day is defined as the length of an employee's regularly scheduled shift on a regularly scheduled working day. Eligible employees will be compensated based on the length of their regularly scheduled shift, up to 12 hours per day, and at their regular rate, including shift differential.

An employee may take paid bereavement days off at the time when it is most beneficial, not to exceed six months from the date of death of the family member.

The facility may require verification of an employee's entitlement to such paid benefit.

SCOPE/APPLICABILITY:
All Regular full-time (FT), Modified Full-time (MFT), and Regular Part-time (RPT) employees, including BHMG Physicians (Full-time and Part-time) are eligible for Paid Bereavement Benefits.

PROCEDURES TO ENSURE COMPLIANCE:

1. Definition:
   a. Immediate Family:
      Spouse, parent, step-parent, grandparent, mother/father-in-law, sibling, son, daughter, step-child, grandchild, or domestic partner. Spouse's grandparents are not covered.
   b. Domestic Partner:
      An individual permanently residing with an employee, both considering themselves life partners and who can show financial interdependence and joint responsibility for each other's common welfare.

2. Procedures:
   a. Employee should notify their leader at the earliest possible time when a death in the family occurs and time off is being requested.
   b. Before time off with pay is approved, the leader should confirm eligibility of paid days off by confirming employee is benefit eligible and the deceased family member meets the definition of immediate family/domestic partner.
   c. If more than three (3) days off are needed, the employee can request a Personal Leave of Absence by contacting his/her leader and Unum at 877-663-7437.
   d. The leader notifies Pastoral Care about the employee's bereavement event and can request a bereavement book or fruit basket to be sent to the employee on behalf of Baptist Health.
   e. When the employee takes paid time off for bereavement, the leader will be responsible for updating Kronos with the appropriate Bereavement code up to a maximum of three (3) days. Any additional approved days off will be unpaid or covered by Paid Time Off (PTO).

SUPPORTING/REFERENCE DOCUMENTATION:

- N/A

RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:

- BHSF Administrative HR Policy 3425 Personal Leave of Absence
- BHSF Administrative HR Policy 3800 Paid Time Off
- BHSF Administrative HR Policy 6610 Omnibus Accountability Policy for Leaders

ENFORCEMENT & SANCTIONS:
Violations of this policy may be referred to the appropriate HR management level. See HR Policy 5250 and 5300 for applicable sanctions.

Violation of this policy may lead to disciplinary action, up to and including termination of employment.

Enforcement of this policy will be performed by Baptist Health Human Resources Department.