

## **6.06 Bereavement Leave**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide time off for its employees to grieve the loss of a family member.

### Procedure:

An employee wishing to take time off due to the death of an immediate family member should notify his or her supervisor as soon as possible.

Regular, full time employees (at least 35 hours per week) who have completed their 90 day introductory period will receive up to three (3) paid bereavement days. Employees still in their 90 day introductory period may request unpaid leave upon verification of need.

Part time employees may receive prorated pay if attending an immediate family member's funeral on a regularly scheduled work day.

Bereavement pay is calculated using the base pay rate at the time of absence and will not include any special forms of compensation.

Bereavement leave will be granted in the absence of unusual worksite conditions. Employees may, with their supervisor's approval, use accrued vacation or paid time off for additional bereavement hours.

Licking/Knox Goodwill Industries, Inc. defines "immediate family" as the employee's spouse, domestic partner, domestic partner, parent, child or sibling, grandparents or grandchildren, aunts, uncles, cousins, nieces, nephews and in-laws. This policy covers biological relationships, marriage relationships and step relationships. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

The supervisor or manager must confirm that bereavement time off is accurately recorded on the employee's time record.