# Policy: HR – Bereavement Pay

Purpose: To define the benefit to the employee in the event of a family death.

## Policy:

[Company Name] will compensate full-time employees for time taken off in the event of a death in the family.

### Procedural Guidelines:

Full-time employees will receive up to [\_\_\_\_\_] paid days off in the event of the death of a mother, father, sister, brother, spouse, child, step-father, step-mother, step-sibling, uncle, aunt or grandparent.

Compensation will only be made for the actual shifts missed, up to the days allowed.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_