

# ***Community Services of Northeast Texas, Inc.***

## **Personnel Policies & Procedures**

### **309 Bereavement Leave**

Effective Date: 9/1/2003

Revision Date: 09/26/2012

*(Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.) (Delete)*

*An employee must notify and obtain the approval of his or her supervisor before a bereavement leave may commence and it must be in writing. (add)*

Up to 3 days of paid bereavement leave will be provided to eligible employees in the following classifications (*Policy 201 Employment Categories/Classifications*):

- \* Regular/Provisional full-time employees (8 hours per day)
- \* Regular/Provisional part-time employees (6 hours per day)
- \* Regular/Provisional part-time employees (4 hours per day)

Bereavement pay is calculated based on the base pay rate at the time of absence. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Community Services defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

*Executive Director may grant Administrative Leave to attend extended family, friends, etc. The Executive Director may also grant Administrative Leave in addition to Bereavement Leave in special circumstances with prior approval. (add)*

***\*The provisional employment classification does not in any way override the CSNT employment at-will status.***