

Title: Bereavement Pay		Policy Number: C-8370-300
Originating Department: Human Resources	Affected Department: All FHC Entities	
Original Date: 12-1992	Revised Date: 02-2017	Reviewed Date: 02-2020
Medical Director Approval (if applicable):	Vice President, Quality Approval:	
Vice President Approval:	CEO Approval:	

**POLICY:**

FirstHealth of the Carolinas will provide time off with pay to employees following the death of an immediate family member.

**I. PURPOSE:**

To provide employees the opportunity to be away from work without loss of income during the time period following the death of an immediate family member.

**II. ELIGIBILITY:**

Full-time, three-quarter time and half-time employees are eligible for up to twenty-four (24) hours of bereavement pay following the death of an immediate family member. Employees on a Leave of Absence, and therefore already away from work, are not eligible for this pay.

**III. IMMEDIATE FAMILY:**

For the purpose of this policy, immediate family is defined as husband, wife, father, mother, step-parent, employee’s grandparents, brother, sister, child, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, spouse’s sibling or sibling’s spouse. A legal guardian may also be considered as immediate family.

FirstHealth reserves the right to request information to verify requests made under this policy.

**IV. APPROVAL OF BEREAVEMENT PAY:**

- A. Bereavement pay will not be granted in such a manner as to cause total paid hours for the employee to exceed the employee’s normal scheduled hours for the week.
- B. If bereavement pay is granted for an employee already approved for other paid time off, the amount of other paid time off may be adjusted accordingly.
- C. If an employee requests additional time off beyond the approved bereavement pay period, approval of such time will be in accordance with the department’s regular procedures for requesting time off.