

University of Pennsylvania Health System POLICY MANUAL	Number: 2-06-14
SUBJECT: BEREAVEMENT	Page: 1 of 2 Effective: 06/01/2013

A. POLICY SUMMARY

The University of Pennsylvania may provide eligible employees with time off with pay for bereavement.

B. PURPOSE

The purpose of this policy is to ensure that eligible employees are provided with paid time off for making arrangements, bereavement and/or attending the funeral or memorial service of a member of the employee's immediate family.

C. SCOPE

This policy applies to regularly budgeted employees who work 20 hours or more per week*, and are in active pay status. There is no waiting period for this benefit.

This policy applies to all employees of the Hospital of the University of Pennsylvania (HUP), those parts of the Clinical Practices of the University of Pennsylvania (CPUP) which practice at or in conjunction with HUP operating under its license, and UPHS Corporate departments. This policy also applies to those practices and sites that are off campus facilities or departments of HUP and operating under its license, including e.g. HUP's inpatient rehabilitation facility. For purposes of this policy, the above facilities, practices and sites are collectively referred to as "entity."

D. RESPONSIBILITY FOR IMPLEMENTATION

Implementation and compliance of this policy are the responsibility of the entity senior leadership, department directors/business administrators, managers, and supervisors.

E. POLICY

1. Paid bereavement leave is not earned time and will be granted only if needed. Managers and supervisors may require documentation of the death (e.g., death certificate, obituary, documentation from funeral home, etc.).
2. An employee should provide as much advance notice as possible to his/her supervisor.
3. If a death occurs while an employee is on a scheduled vacation or personal holiday, the appropriate days for bereavement leave will be granted and vacation or personal time may be rescheduled.
4. The amount of paid bereavement leave granted is calculated based on employees' Full Time Equivalent (FTE).

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Upon the death of a father, mother, spouse, domestic partner, son, daughter, sister, brother, legal guardian, or step-parent, bereavement leave can be calculated using the following formula: (40 x FTE = Hours of bereavement leave)

Upon the death of an uncle, aunt, grandparent, grandchild, niece, nephew, father-in-law, mother in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law, bereavement leave can be calculated using the following formula:
(8 x FTE = Hours of bereavement leave)

Employees may request to use vacation, personal or legal holiday time if additional time off is desired, or for bereavement of those not covered by this policy. Approval of requests for vacation, personal or legal holiday time is up to the discretion of the manager.

F. EXAMPLE OF BEREAVEMENT LEAVE CALCULATION

Upon the death of a father, mother, spouse, domestic partner, son, daughter, sister, brother, legal guardian, or step-parent:

If employee FTE is 1.0, then (40 x 1.0 = 40 hours of Bereavement leave)

If employee FTE is .90, then (40 x .90 = 36 hours of Bereavement leave)

If employee FTE is .60, then (40 x .60 = 24 hours of Bereavement leave)

Upon the death of an uncle, aunt, grandparent, grandchild, niece, nephew, father-in-law, mother in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law:

If employee FTE is 1.0, then (8 x 1.0 = 8 hours of Bereavement leave)

If employee FTE is .90, then (8 x .90 = 7.2 hours of Bereavement leave)

If employee FTE is .60, then (8 x .60 = 4.8 hours of Bereavement leave)

Any questions regarding this policy may be referred to Human Resources.

SUPERSEDES: Policy No. 2-06-01 Effective date 07/01/02, 09/24/06	ISSUED BY: _____ Judy Schueler, Vice President, Organization Develop and Chief Human Resources Officer ISSUED BY: _____ Garry Scheib, Executive Director Hospital of the University of Pennsylvania
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