

<b>Hawkeye Area Community Action Program, Inc.</b>	<b>Policy # 302</b>
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<b>Bereavement Leave</b>	<b>Effective: August 29, 2002</b>
	<b>Revised: September 22, 2011</b>
APPROVED BY: Board of Directors	

## **Policy Statement**

HACAP wishes to recognize the personal loss an employee experiences as the result of the death of a loved one. While a general policy cannot be written that provides bereavement leave for every category of “loved one”, it is HACAP’s intention to provide paid bereavement leave to employees who experience the loss of a family member as defined in this policy.

Employees shall be granted leave of absence for funerals of family members. Absence due to death in the family shall be paid in full not to exceed three (3) days. The family shall be considered to mean parent, stepparent, child, spouse, brother, sister, or stepchildren. One (1) day for a son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law, aunt, uncle, grandchildren, and grandparents of the employee.

## **Standard Operating Procedure**

### **Target Audience**

Full-time and regular part-time status Hawkeye Area Community Action Program, Inc. employees

### **Necessities**

Time Card

Time Off Request in MidWestTime

### **Implementation Steps**

#### **TIMESHEET**

- The time off for bereavement will be identified on the timesheet as “bereavement”.
- The number of bereavement hours should not exceed the number of hours the employee is regularly scheduled to work.
- The employee will define what the special time is in the space provided on the timecard.

#### **TIME OFF REQUEST**

- The employee will complete the Time Off Request in MidWestTime.
- The employee will identify on the Time Off Request form the member of the family the bereavement leave is being used for.

### **Process Manager**

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.