

Hawkeye Area Community Action Program, Inc.	Policy # 302
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Bereavement Leave	Effective: August 29, 2002
	Revised: May 25, 2023
APPROVED BY: HACAP 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 the death 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/full and part-time/full status employees

Necessities Electronic Time Card

Implementation Steps

TIME OFF REQUEST

- The employee will complete the Time Off Request on their electronic timecard. Exempt employees shall take time off in 4 or 8 hour increments.
- The employee will identify on the Time Off Request 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.