Bereavement Absence Policy

Scope
Applies to all Allied Health Employees and employed Research Temporary Professionals when a death occurs in an employee’s family.

- See applicable contract for union employees.

Purpose
To allow employees to take time to grieve, heal, and express sympathy for deceased family members.
To establish time-off guidance for bereavement absences.

Policy
- A bereavement absence may be taken immediately after receiving notification of a death or at a later time to attend a service for the deceased family member.
  - Time away for bereavement must be taken in consecutive days.
  - The amount of paid time off allowed is based upon the employee’s relationship to the deceased person and the employee’s work schedule.
- Bereavement pay will be used for regularly scheduled shifts up to an employee’s Full Time Equivalency (FTE).
  - The time-off allotment is not prorated for part-time employees.
- The employee is responsible for notifying his/her supervisor of a death as soon as possible, so appropriate arrangements can be made to cover any absence from work.
- Time off with pay is allowed for scheduled shifts occurring over a maximum of five consecutive calendar days including weekends and holidays, for any of the following relatives or others fulfilling these roles:
  - Parent (biological, adoptive, step, or legal guardian)
  - Child (biological, adoptive, or step, or legal guardian)
  - Spouse (to whom married at time of death)
  - Sibling (biological, adoptive, half or step)
- Time off with pay is allowed for scheduled shifts occurring over a maximum of three consecutive calendar days including weekends and holidays, for any of the following relatives or others fulfilling these roles:
  - Mother/Father-in-law
  - Sister/Brother-in-law
  - Grandparent (biological, adoptive, or step)
  - Grandparent-in-law
  - Daughter/Son-in-law
  - Grandchild (biological, adoptive or step)
- Time off work for death of persons other than those listed in this policy (e.g., aunt, uncle, great-grandparent, great-grandchild, step-in-law, friend and coworker) must be arranged with the supervisor as Paid Time Off (PTO) or unpaid absence.
  - PTO and unpaid absences may be classified as “scheduled” or “unscheduled” according to the notice requirements of the work unit.
  - The supervisor may request verification of death.
- Employees are not required to use the entire allotted time, but must not be asked to return to work sooner than the policy allows.
  - An employee that needs more time off than the policy allows must arrange with their supervisor any additional time away as PTO or unpaid approved absence.
- Bereavement pay will be paid at the employee’s regular rate of pay, without shift differential added.
- The time paid does not count as time worked when computing overtime. A bereavement absence is recorded as timekeeping code 215.
- If an employee is away from work using PTO (including holidays) when a death occurs (for which bereavement absence would have been granted) the PTO may be converted to paid time under this policy for the appropriate scheduled shifts, with timely notification to their supervisor.
- If an employee is on a leave of absence (education; family; parental, or medical; military; personal) there will be no conversion to bereavement time off.

Expression of Sympathy and Death Notification
- Supervisors are responsible for completing the Expression of Sympathy and Death Notification form through HR Connect if an employee, employee’s spouse, parent/stepparent, child/stepchild, or those fulfilling such a role has died.
  - At the time of notification of death, flowers, plant, or memorial through Mayo Clinic Development for general research/specific area of research will be sent as requested.
  - Memorials will not be sent to any outside organizations.
- Expression of sympathy is available to all employees, including regular part-time employees without benefits and supplemental employees, Limited Tenure employees, Temporary employees, and Summer/Seasonal Student Employment.

Policy Notes
Supervisors should contact HR Connect if they have questions about this policy or if they feel circumstances warrant an exception to the policy.