

SYSTEMWIDE POLICY

Bereavement

This Policy is Applicable to the following Corewell Health sites:

SYSTEMWIDE

Beaumont Pharmacy Solutions, Beaumont Post Acute Care, Continuing Care (CHW), Corewell Health Beaumont Grosse Pointe Hospital, Corewell Health Beaumont Troy Hospital, Corewell Health Big Rapids Hospital, Corewell Health Dearborn Hospital, Corewell Health Farmington Hills Hospital, Corewell Health Gerber Hospital, Corewell Health Grand Rapids Hospitals (Blodgett Hospital, Butterworth Hospital, Helen DeVos Children's Hospital), Corewell Health Greenville Hospital, Corewell Health Ludington Hospital, Corewell Health Medical Group East, Corewell Health Medical Group West, Corewell Health Pennock Hospital, Corewell Health Reed City Hospital, Corewell Health South (Niles, St. Joseph, and Watervliet Hospitals; Corewell Health Medical Group South; Applicable Corewell Health South Regional Sites), Corewell Health Taylor Hospital, Corewell Health Trenton Hospital, Corewell Health Wayne Hospital, Corewell Health William Beaumont University Hospital (Royal Oak), Corewell Health Zeeland Hospital, Corporate (Corewell Health East), Corporate (Corewell Health West, South and Priority Health), Outpatient/Physician Practices (CHW), Priority Health

Applicability Limited to:	N/A
Reference #:	7194
Version#:	8
Effective Date:	01/01/2025
Functional Area:	Benefits
Department Area:	Human Resources

1. Purpose

To provide benefit eligible team members with paid time off for planning and/or attending the funeral or memorial service arrangements, settling family affairs, and/or bereavement of a covered family member. Corewell Health recognizes there are many individuals of great importance to our team members that may not fall within the defined relationships covered. Time off for those not included in this policy should be submitted as a request for Paid Time Off (PTO), or a personal leave of absence.

2. Definitions

Benefit eligible team member: an actively employed team member in a full-time or part-time regular or temporary-fixed status and a .5 FTE or greater.

3. Responsibilities

3.1. Team Member:

- 3.1.1. Team members who have experienced a loss should inform their leader as soon as possible including notifying them of the shifts they anticipate being off for bereavement.
- 3.1.2. The bereavement time must be completed within thirty (30) calendar days from the date of death or loss. Circumstances that may fall outside of the thirty (30) calendar day completion will be reviewed by the department manager for approval on a case-by-case basis.

3.2. Leader:

- 3.2.1.** Leaders will edit the appropriate pay code into the timekeeping system.
- 3.2.2.** Corewell Health reserves the right to require documentation of the death (i.e., death certificate, obituary, documentation from funeral home).

4. Compliance

- 4.1.** Team Members should take time to read and become familiar with the details of any policies that apply to them and to follow any expectations outlined. Seek clarification from your leader or from HR if you need it. When policies aren't followed, there may be coaching or performance correction that results.
- 4.2.** Team members who are represented by a union may not be eligible for these benefits because application of this policy: (i) is subject to the terms of an existing collective bargaining agreement, or (ii) if a collective bargaining agreement has not been reached, is subject to legal requirements that restrict Corewell Health's ability to implement changes for team members in a bargaining unit.
- 4.3.** When a team member is covered by a collective bargaining agreement (CBA) and the terms of the CBA are different, the team member should follow the CBA instead of the policy.

5. Policy

- 5.1.** Benefit eligible team members are eligible for this benefit on date of hire.
- 5.2.** Bereavement pay equivalent of one work week based on FTE, excluding overtime, will be provided for loss of:
 - 5.2.1.** spouse/domestic partner
 - 5.2.2.** child (includes step, adoptive, foster, miscarriages or pregnancy loss)
 - 5.2.3.** legal dependent
 - 5.2.4.** A person for whom the team member is in loco parentis (in place of a parent, legally) as defined by the Department of Labor regulations interpreting the Family Medical Leave Act
 - 5.2.5.** parent (includes in-laws, step, adoptive, foster, and legal guardian)
 - 5.2.6.** sibling (includes adopted, half, step, or in-law)
- 5.3.** Bereavement pay equivalent of two workdays based on the team member's regularly scheduled shift, excluding overtime, and not to exceed 24 hours, will be provided for loss of:
 - 5.3.1.** grandparent (including great)
 - 5.3.2.** grandchild (including great)
 - 5.3.3.** individuals living in the same household
 - 5.3.4.** All of the above including adoptive, foster, step and in-law where applicable.
- 5.4.** If travel out of state or out of country is required to attend funeral/memorial service, one additional workday based on a regularly scheduled shift, excluding overtime, and not to exceed 12 hours, will be allowed as bereavement.
- 5.5.** Additional time off may be granted as PTO, or in the absence of available PTO, as a personal leave at the discretion of the department leader.
- 5.6.** Payment:
 - 5.6.1.** Team member will be paid at base hourly rate of pay excluding shift or weekend differentials.
 - 5.6.2.** Bereavement pay is not included in the calculation of overtime.
 - 5.6.3.** Team member must be in an active status for payment at the time of requested bereavement day(s).

6. Revisions

Corewell Health reserves the right to alter, amend, modify or eliminate this document at any time without prior written notice.

7. **Policies Superseded and Replaced:** This policy supersedes and replaces the following policies as of the effective date of this policy: [Bereavement Policy, Beaumont Health]; [Bereavement (Compassionate Pay), 7194, Spectrum Health]

8. **References**

[Paid Time Off \(PTO\)](#)
[Employment Status and Classifications](#)
[EAP Resources](#)

9. **Policy Development and Approval**

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10. **Keywords:**

funeral, death, dying, compassion, compassionate, compassionate time off, bereavement, wake, memorial, memorial service, time off, paid time off