


<p>New Vision Medical Laboratories</p> <p>Human Resources Policy Manual</p> <p>Chapter :</p>		<p>Policy Number: nvml.hr.4.04</p> <p>Initiation Date: 01/01/2003</p>
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SUBJECT: *BEREAVEMENT LEAVE*

SCOPE: All employees that are budgeted 16 hours or greater per week (.40-1.0 FTE) are eligible upon date of hire for the full amount of Bereavement Leave for scheduled work time. PRN employees will be eligible for Bereavement Leave for one scheduled shift up to a maximum of 12 hours only.

POLICY: Providing safe, high quality healthcare is the cornerstone of all we do. New Vision is deeply committed to a passionate, people-oriented approach to both healthcare and our employees. It is critical that each employee be at work whenever he/she are scheduled in support of patient safety outcomes, but certain family situations require an employee to take time away from work. New Vision provides paid Bereavement Leave so that employees may pay their respects and grieve when they have a death in the family.

PROCEDURE: Procedures:

- a. Bereavement Leave Procedures.
 - a. An employee who wishes to take time off due to the death of a covered family member must notify the manager as soon as possible of the need for Bereavement Leave. During the leave, the employee should keep the manager informed regarding a return to work date and any changes in the leave.
 - b. Employees must use Bereavement Leave within 14 calendar days from the date of death, unless otherwise approved in writing by Human Resources.
 - c. Managers may request documentation supporting the need for Bereavement Leave at their discretion.
 - d. Bereavement Leave may be substituted for scheduled (“PTO”) when appropriate.
 - e. Additional leave may be requested through a Personal Leave of Absence.

- b. Bereavement Leave Guidelines.
 - a. An employee’s Bereavement Leave will be prorated based on the employee’s FTE status.
 - b. An employee is allowed up to five scheduled days, not to exceed 40 scheduled work hours, away from the regular work schedule with bereavement pay in the event of the death of an employee’s

- spouse, child, stepchild, parent or step parent.
- c. An employee is allowed up to three scheduled days, not to exceed 24 scheduled work hours, away from the regular work schedule with bereavement pay in the event of the death of an employee's parent-in-law or spouse's stepparent, legal guardian, daughter-in-law, son-in-law, brother, step-brother or half-brother, sister, stepsister or half-sister, grandparent, step-grandparent, grandparent-in-law, grandchild or step-grandchild.
 - d. An employee is allowed up to one scheduled working day, not to exceed 12 scheduled work hours, away from the regular work schedule with bereavement pay in the event of the death of an aunt or uncle, niece or nephew, sister-in-law, or brother-in-law.
 - e. Payment of Bereavement Leave will be based on the employee's regular work schedule and will only be paid for days that the employee would have otherwise been scheduled to work.
 - f. Bereavement pay is calculated on the employee's base pay rate at the time of the absence without differentials. Bereavement Leave is classified as non-working hours and will not be subject to overtime calculations.
 - g. Physicians and Advanced Practice Providers (APPs) who are paid on a productivity compensation model will adhere to the current market practice and individual employment contracts for payment.
 - h. All hours used as Bereavement Leave must be documented appropriately in the timekeeping system.
 - i. Employees will continue to accrue benefits while on Bereavement Leave.

Exclusions:

Any employee on an approved Leave of Absence or receiving other forms of compensation (e.g. short term or long term disability payments, or workers' compensation) is not eligible for Bereavement Leave.

Nothing in this policy is intended to modify the at-will status of any employee.

New Vision reserves the right to amend, terminate or discontinue this policy at any time. This policy may be changed at the sole discretion of New Vision with or without advance notice.

Policy Approval:

Approved by Dan Myers - Executive Director of New Vision Medical
Laboratory 7/27/2016