

Policy Title:	Bereavement Leave
Scope:	Team Members as set forth Below
Policy Number:	HR-POL-6004
Policy Sponsor/Manual:	Human Resources

I. POLICY STATEMENT

Five Star provides paid time off for eligible team members due to the death of a family member in order to attend funeral services or make funeral arrangements.

II. DEFINITIONS

- A. **“Family Member”** means the team member’s spouse, parent, stepparent, legal guardian, child (including an adopted child or a child over whom the team member is in loco parentis), stepchild, sibling, grandparent, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, domestic partner (whether same-sex or opposite sex), grandparent-in-law, any family member living in the same household, aunt, uncle, cousin, or any other relation required by applicable law.

III. POLICY GUIDELINES

- A. This policy applies to all full-time team members (who work 30 hours/week or more) who have completed the ninety-day introductory period.

IV. PROVISION(S) AND PROCEDURE(S)

- A. Team members may take up to three (3) scheduled work days off with pay in the event of the death of a Family Member in order to attend funeral services, for travel time or to make funeral arrangements.
- B. Paid bereavement leave is only available for scheduled workdays and may not be taken more than five (5) calendar days after the date of the Immediate Family Member’s funeral. Bereavement leave will not apply if leave is sought for a period you are not normally schedule to work of if you are on an approved leave of absence.
- C. If additional time is required for exceptional circumstances, the supervisor or department manager may give permission for the team member to use vacation or paid time off. The team member may also apply for a personal leave of absence if necessary in accordance with the Medical (NON-FMLA) and Personal Leaves of Absence policy.
- D. Paid time off under this policy will not include any applicable shift differential. Time off under this policy will not count as hours worked for overtime purposes. Unused bereavement leave pay will not be paid at the time of termination of employment and does not carry over from calendar year to year.
- E. A team member seeking bereavement leave must submit a written request with as much advance notice as possible to his/her supervisor or the department manager. The team member may be asked to submit documentation to support the request for bereavement leave.

Date of Origin:	7/1/01
Prior Revision Date:	8/1/18
Effective Date:	2/1/21

V. FORMS

HR-POL-6004.F1

Request for Bereavement Leave