

POLICY System_HR47

Subject: System_HR47 BEREAVEMENT
 LEAVE POLICY

Effective Date: SEPTEMBER 1991

Date Revised: JANUARY 2019

Applies to:

Houston Methodist Hospital, The Medical Center
 Houston Methodist Baytown
 Houston Methodist Clear Lake
 Houston Methodist Continuing Care Hospital
 Houston Methodist Sugar Land
 Houston Methodist The Woodlands
 Houston Methodist West
 Houston Methodist Willowbrook
 Houston Methodist Research Institute
 Houston Methodist Corporate Division
 Houston Methodist Global Health Care Services
 Houston Methodist Institute for Academic Medicine
 Houston Methodist Specialty Physician Group
 Houston Methodist Primary Care Group
 Houston Methodist Coordinated Care Organization

Target Review Date: 01/31/2022

Originating Area: HUMAN RESOURCES

I. **POLICY STATEMENT**

- A. Houston Methodist may grant eligible employees bereavement leave when a death occurs in the immediate family. Bereavement leave is provided per occurrence and should be used for grieving the loss of an immediate family member, or may be used for making arrangements for or attending funeral or memorial services. An immediate family member includes an employee's spouse, father, stepfather, father-in-law, mother, stepmother, mother-in-law, grandmother, grandfather, son, stepson, daughter, stepdaughter, brother, stepbrother, brother-in-law, sister, stepsister, sister-in-law, grandson, or granddaughter. Time off for bereavement leave will be considered as an authorized absence.
- B. Actual pay while on bereavement leave will be paid on base salary for the hours that are absent. Pay for bereavement leave is provided to all benefit eligible employees based upon the family member's relationship to the employee and their standard hours as follows:

Standard Hours	Hours Available Child and Spouse	Hours Available All Other Immediate Family Members
20 to 23.99	40	12
24 to 27.99	47	14
28 to 31.99	57	17
32 to 35.99	63	19
36+	80	24

- C. Bereavement leave may only be used to pay employees up to their standard hours (the weekly hours that an employee is typically scheduled to work as indicated in MARS) in a week as well as up to their Standard Daily Hours. If eligible employee hours are greater than standard hours then bereavement leave is not to be used (i.e. when standard hours are 36, and employee works 40 hours then no bereavement leave is allowed to be used). The only exception is when additional hours have been worked at the request of management to meet the needs of the business.
- D. Employees who have requested and been approved for time off for bereavement of those who do not meet the definition of "immediate family" will be paid using PTO, if available. If no PTO is available, management may approve the time as "excused absence without pay" at their discretion based on operational needs. See also [System HR25 PAID TIME OFF POLICY](#).

II. EMPLOYEE RESPONSIBILITIES

Notifying his/her supervisor or designee of the death in the immediate family as soon as possible, and requests the necessary bereavement leave, together with an expected date to return to work.

III. MANAGEMENT RESPONSIBILITIES

- A. Management reserves the right to request documentation in order to approve the leave according to policy guidelines.
- B. Granting or not granting additional days of Paid Time Off (or excused absence without pay if there is no PTO available) for an extended period of bereavement.
- C. Ensuring that employees receive their base salary rate of pay on payday by coding the time and attendance system with the appropriate bereavement leave or PTO time code in accordance with this policy.

IV. REFERENCES

[System HR25 PAID TIME OFF POLICY](#)

V. SIGNATURE OF APPROVING EXECUTIVE

 Carole Hackett
 Senior Vice President, Human Resources

 Date Signed

Revision	Date	Changed by	Revision Summary
7	July 2013	Janay Andrade	Updated language in accordance with new HR System implementation (MARS) and associated processes and updated name to Houston Methodist.

8	July 2016	Holly Smoot	Changed "HR Glossary" to immediate family until links work properly. Changed font on hours available and updated approving executive.
9	January 2019	Holly Smoot	Updated policy statement, provided clarity on the amounts to be paid by weekly standard hours as well as by familial type. Added definition of standard hours and immediate family member. Included references to HR25 PAID TIME OFF Policy.