

## 3.670 RCUH Bereavement Leave

### I. Policy

It is the policy of RCUH to provide continuing income during periods of absence due to the loss of a family member.

### II. Responsibilities

#### A. RCUH Employee

1. Comply with attendance procedures set forth by the Principal Investigator.
2. Notify the Principal Investigator or designee when bereavement leave is needed.
3. Notate the bereavement leave period with the earnings code "LFL" and include the name/relationship of the deceased on the RCUH Employee Time/Leave Certification Form.
4. Report back to work upon the expiration of the approved leave. Inform Principal Investigator/designee of any changes to the bereavement leave period.

#### B. Principal Investigator

1. Ensure that attendance procedures (i.e., call-in requirements, leave requests, changes in work schedule) are clearly communicated to each employee. Enforce and monitor attendance procedures.
2. Review time report and ensure bereavement leave period is recorded and properly submitted to RCUH Payroll on the RCUH online timesheet by the applicable deadlines.

### III. Applications

This policy applies to all RCUH regular-status employees regardless of FTE status. Temporary employees and student assistants are not eligible for bereavement (funeral) leave but may request leave of absence without pay.

### IV. Details of Policy

- A. **Length of Bereavement Leave** – Bereavement leave is a paid administrative leave of up to **three (3) days** to attend to the affairs related to the death of a member of the employee's immediate family. One "day" of bereavement leave is based on an employee's FTE. A 100% FTE employee receives 8 hours of bereavement leave per day for a maximum of 24 hours. A 50% FTE employee receives 4 hours of bereavement leave per day for a maximum of 12 hours.

- B. **Covers Immediate Family Members** – Defined as wife, husband, civil union partner, father, mother, brother, sister, son, daughter, civil union partner’s children, grandparents, grandchildren, mother/father-in-law, and civil union partner’s parents.
- C. **When Bereavement Leave Should Be Taken** – Bereavement leave should be taken within a reasonable amount of time after the death of the family member and should not exceed one month from the time of death.

#### **V. Procedures**

- A. **Employee Must Notify Principal Investigator/Designee** – Notice of the requirement for bereavement leave should be given to the Principal Investigator or authorized designee as soon as possible but no later than one (1) hour after the time the employee is scheduled to report to work.
- B. **Employee Must Notate Time Report** – The employee must indicate code “LFL” in the dropdown of their eTimesheet. In addition, the name and relationship of deceased must be indicated in the comment section of the eTimesheet, which must then be submitted to the Principal Investigator or authorized designee for approval. (See Policy 3.810 Time Report)
- C. **Bereavement Leave Longer Than Three Days** – Any excess time off taken shall be charged to vacation leave (see Policy 3.620 Vacation).
- D. **Bereavement Leave Must Be Reported on the RCUH Online Timesheet** – The Principal Investigator must report the employee’s bereavement leave on the “Other Earnings” tab with the code “LFL” of the online timesheet. The Employee Time/Leave Certification Form must also be submitted to the RCUH Payroll Office by the applicable payroll deadline.

#### **VI. Contact**

RCUH Benefits: (808) 956-6979 or (808) 956-2326  
[rcuh\\_benefits@rcuh.com](mailto:rcuh_benefits@rcuh.com)

#### **VII. Relevant Documents**

[Employee Time/Leave Certification Form](#)  
[Policy 3.810 Time Report](#)  
[Policy 3.620 Vacation](#)

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