

FHPA

Florida Health Plan Administrators, L.L.C.

Subject: Bereavement Leave
Policy Number: 535
Effective Date: November 18, 2002
Previous Version Date: None
Applies To: All Regular Full and Regular Part Time Employees

Purpose

To detail the company's policy regarding bereavement leave.

Policy

The company recognizes that a death in the family is a traumatic experience and therefore feels that employees should be allowed time off to fulfill their family obligations before making what is often a difficult transition back to their normal work routine.

Bereavement leave grants employees an allowance of three (3) working days with pay for absence(s) due to the death of a member of the employee's immediate family. Covered by this policy would be the death of:

- Parent or Step-parent
- Spouse or Significant Other
- Child or Step Child
- Brother
- Sister

An allowance of up to two (2) working days with pay will be granted when it involves the death of:

- Mother/Father-in-Law
- Grandparent
- Sister/Brother-in-Law
- Grandchild

Procedure

Employees must notify their immediate supervisor of the need to take Bereavement Leave as soon as possible.

Bereavement leave must be recorded on the employee's time sheet or leave report as applicable.

Employees may request additional time off which must be covered by available Paid Time Off (PTO). If no PTO is available, the time off must be taken as leave without pay.

This benefit does not apply to employees who are on a leave of absence.

Supervisors may request a death certificate if deemed appropriate.