



7.8 Bereavement Leave Policy

Effective January 1, 2014 (revised from earlier policy)

PAID BEREAVEMENT LEAVE

In the event of the death of a member of an employee's family, the employee will be allowed time off with pay for up to three (3) working days to attend the funeral and/or to make funeral arrangements. The definition of family members shall include: the employee's current spouse, partner, child, parent, current parent-in-law, legal guardian, grandparent, grandchild, brother, sister, foster child, step parent, step child, step brother or sister, or any other person living in the employee's household.

An employee may be granted time off with pay for a maximum of one (1) day to attend the funeral of a person not listed in the definition of the family members above, including other distant relatives, former or retired co-worker, or close personal friend. The employee will be paid for the scheduled work day(s) missed.

Employees may be required to furnish satisfactory evidence to support use of bereavement leave. Vacation or leave without pay may be requested if additional time off is necessary.

OREGON FAMILY LEAVE ACT (OFLA) PROTECTED BEREAVEMENT LEAVE

Effective January 1, 2014, Oregon employers subject to the Oregon Family Leave Act (OFLA) must allow eligible employees to take up to two weeks of unpaid leave to deal with the death of a family member.

Eligible Employees

An Oregon employee becomes eligible for OFLA bereavement leave after working 180 days, provided the employee has worked an average of at least 25 hours per week in the 180 days before the start of OFLA leave for this purpose.

Reasons for Which OFLA Bereavement Leave May Be Taken

Eligible employees may take up to two weeks of OFLA leave to attend a funeral (or alternative ceremony), to make arrangements necessitated by the death of a family member, or simply to grieve the death of a family member. The broad scope of reasons for which leave may be taken guarantees employees the right to take off two full weeks upon the death of a family member.

The OFLA definition of "family member" applies to bereavement leave. This means that employees may take leave following the death of a spouse, same-sex domestic partner, child (biological, adopted, foster, stepchild, or otherwise), parent, parent-in-law, grandparent, grandchild, or same-sex domestic partner's parent or child.

Use of Accrued Leave

As with any other type of OFLA leave, employees can choose to use any available accrued paid leave for OFLA bereavement leave, including accrued sick leave, vacation leave, or personal preference leave.

Amount and Timing of Leave

Provision of bereavement leave under OFLA does not expand the annual amount of OFLA leave available to employees in a one year period (usually 12 weeks, more in some situations). The two weeks of OFLA bereavement leave counts against the OFLA maximum. For example, an employee who uses two weeks of OFLA bereavement leave for the death of a family member then has 10 weeks of leave available during the leave year for other OFLA purposes. Notably, an employee is entitled to two weeks of OFLA bereavement leave for the death of *each* covered family member per year, so that an employee may be entitled to more than two weeks of OFLA bereavement leave in a single leave year.

OFLA bereavement leave must be completed within 60 days after the employee receives notice of the death of the family member. If both spouses or registered domestic partners work for the same employer, they can take the OFLA bereavement concurrently. This is unlike most forms of OFLA leave.

Procedure

For the purpose of extended bereavement leave, employees should complete a Leave of Absence Application Form and submit it to Human Resources with a copy of an obituary or other evidence of death of the family member.

This policy supersedes all previous policies related to provision of bereavement leave, including any still in publications with dates earlier than January 1, 2014. As with all policies, it is always best to confirm and discuss the policy with an HR representative to ensure application to your situation.