

Payroll - Bereavement (Funeral) Leave Request Form

In the event of a death of a relative, full-time (seasonal and regular) employees will be granted up to three consecutive paid days off based on your regular scheduled shift hours for the purpose of attending the funeral, memorial, or for grievance in-state and up to five consecutive paid days off based on your regular scheduled shift hours for out-of-state.

"Relative" includes spouse or spousal equivalent, children, parents, brothers, sisters, grandparents, grandchildren, uncles, aunts, nieces, nephews, mother-in-law, father-in-law, sister-in-law, brother-in-law, step mother, step father, step sister, step brother. Also, this leave is granted in the event of an employee's miscarriage.

Human Resources requires back up documentation (i.e. Obituary, copy of death certificate, etc...) to verify a request for bereavement leave. Documentation should be attached to this request form before submitting.

Employee Information: All Fields MUST be Filled Out

Full Name

Position

Supervisor

Employee No.

Details of Leave / Absence

Pay Period End Date

Scheduled Days Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Days to be Paid

Must be out of State for 5 days Paid

Relationship

Telephone during Leave

Contact information must be provided

Email during Leave

Manager Print Name

Manager Signature

If emailing, no signature needed. Email acts as signature

Date

The form must be submitted by the Monday after a Pay Period has ended.

Payroll Use Only

HR/Payroll Approval

Paperwork Provided Yes No

Other Comments