



POLICY AND REGULATIONS MANUAL

Policy No: 6.25
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Effective Date: 7/27/06
Board Motion No: N/A
Last Review Date: 01/14/2020
Due For Review: 01/14/2023

TITLE: BEREAVEMENT LEAVE

PURPOSE: To provide paid time off from work to grieve, make funeral arrangements, and/or attend services for an immediate family member.

POLICY STATEMENT:

Harris Health System (Harris Health) provides bereavement leave so the employee may attend to personal and family needs following the family member’s death.

POLICY ELABORATIONS:

I. GENERAL PROVISIONS:

A. A regular full- time employee is eligible for up to a total of twenty-four (24) hours of time off with pay for the death of the following family members:

1. Mother/Stepmother;
2. Father/Stepfather;
3. Brother/Stepbrother;
4. Sister/Stepsister;
5. Spouse/Domestic Partner;
6. Son/Stepson;
7. Daughter/Stepdaughter;
8. Mother-in-law;
9. Father-in-law;
10. Daughter-in-law;
11. Son-in-law;
12. Grandparent/Stepgrandparent;
13. Grandchildren/Stepgrandchildren;
14. Great-grandparents; and
15. Legal guardian.

B. Employees may request Paid Time Off (PTO) if more than twenty four (24) hours of bereavement leave is desired for a family member listed above. If the employee has no PTO available, the employee may request leave without pay. Approval of PTO is at the discretion of the employee’s time card approval supervisor/manager.



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- C. Employees may request PTO for the death of other family members not listed above. Approval of PTO is at the discretion of the employee’s time card approval supervisor/manager.
- D. Bereavement pay is computed at the employee’s base rate of pay. Bereavement leave must be used within two (2) weeks of the family member’s death, unless an exception is approved by an Administrator. Bereavement leaves does not accumulate.
- E. Employees shall follow the department call-in procedure for use of bereavement leave.
- F. If the death of an employee’s immediate family member occurs while the employee is on PTO, the employee will be entitled to bereavement leave immediately following his or her scheduled PTO time. It is the responsibility of the employee to notify his or her supervisor/manager when bereavement leave is needed.
- G. If the death of an employee’s immediate family member occurs while the employee is on Family Medical Leave Act (FMLA), Short Term Disability, Workers’ Compensation, Military Leave, leave without pay, or a leave as an accommodation under the Americans with Disabilities Act, the employee will not be entitled to bereavement leave.
- H. Under certain conditions, such as the death of a Harris Health employee or person closely associated with Harris Health, the Administrator may approve employee requests to attend the funeral with pay.



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REFERENCES/BIBLIOGRAPHY:

- Texas Workers’ Compensation Act
- Harris Health System Policy and Procedures 6.03 Paid Time Off (PTO)
- Harris Health System Policy and Procedures 6.29 Family and Medical Leave of Absence
- Harris Health System Policy and Procedures 6.44 Reasonable Accommodations Policy
- Harris Health System Policy and Procedures 6.26 Military Leave

OFFICE OF PRIMARY RESPONSIBILITY:

Harris Health System Senior Vice President of Human Resources

REVIEW/REVISION HISTORY:

Effective Date	Version# (If Applicable)	Review or Revision Date (Indicate Reviewed or Revised)	Reviewed or Approved by: (If Board of Managers Approved, include Board Motion#)
7/27/2006	1.0	Approved 7/27/2006	Board of Mangers (Board Motion No. 06.7-419)
			VP Human Resources
			HCHD Policy Review Committee
	2.0	Revised/Approved 10/11/2011	HCHD Operations Policy Committee
	3.0	Revised/Approved 12/08/2015	Operations Policy Committee
	4.0	Revised/Approved 9/13/2016	Structure and Organizational Standards Committee
	5.0	Revised/Approved 01/14/2020	Structure and Organizational Standards Committee