

BEREAVEMENT

Bereavement leave of up to three (3) days will be granted to attend funeral services or attend to personal affairs related to the death of immediate family members children (biological children, step children, foster children, adopted children and children whom you are a legal guardian), parent, spouse and/or domestic partner who resides in the employee's household for the last 12 months.

One (1) day bereavement leave will be granted to attend funeral services for all other family members. Employees may be asked to submit verification.

Flowers valued at \$50 or a \$50 donation to a designated organization will be sent from the agency for the passing of a spouse, significant other living in the same household, parent, step-parent, child or step-child. Sympathy cards will be sent from the agency for the passing of all the aforementioned people if notification is given to administration (Ashley Parker).

\$35 gift card and a congratulations card will be sent for the birth of a child if notification is given to administration (Ashley Parker)