

## #5.16

### BEREAVEMENT LEAVE

**PURPOSE:** To establish a reasonable and humane bereavement leave policy for employees of Chapel by the Sea.

**APPLICATION:** This Policy shall apply to all Pastoral, Program and Support employees of Chapel by the Sea.

**PROVISIONS:**

1. When there is a death in the immediate family three (3) days of paid bereavement leave may be requested by all full-time and “eligible part-time employees” as defined in Policy & Procedure #5.11 (Employee Benefits). For this purpose immediate family includes spouse, natural or adopted son or daughter, son-in-law, daughter-in-law, parent, parents-in-law, grandparent, sibling, or other member of the employee’s household.
2. A request for bereavement leave for program and support employees shall be made to the Pastor. A Pastoral employee shall make a request for bereavement leave to the Chairperson of the Personnel Committee.
3. Additional unpaid or paid bereavement leave not to exceed five (5) days may be granted in unusual circumstances.
4. All decisions regarding bereavement leave shall be made with regard to the geographic location of the deceased and the familial responsibilities of the employee.

**RESPONSIBILITY:** Decisions regarding bereavement leave shall be the responsibility of the Pastor and the Personnel Committee.