

Bereavement Leave

In the event of a death in an employee's immediate family, the employee will be granted up to 12 days of paid bereavement leave to grieve and spend time with loved ones. Under this bereavement leave policy, employees can use this time to:

- Travel to the funeral or burial.
- Plan a memorial service.
- Tend to logistical matters (finances, property arrangements, etc.).
- Support and grieve with loved ones.
- Rest and recover.

We know that everyone grieves differently and therefore try to be flexible with our employees who are looking for time off. All bereavement leave must be taken within a 30-day period, but can be used intermittently (non-consecutive days) to suit the employee's needs.

In this policy, "immediate family" includes the employee's spouse, domestic partner, parent, child, stepchild, brother, sister, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. We also provide paid leave for the following situations: fetal loss, pet loss, coworker loss, and the loss of an adult who served as a parent figure to the employee. Additionally, an employee may take unpaid time off to grieve the loss of a patient. The granting of bereavement leave in this circumstance is subject to manager approval.

Please inform your manager and the HR department via email as soon as you know you will be taking bereavement leave. We do not require proof of death. In certain circumstances, we may ask for proof of travel if you request additional time off extending beyond the leave period.

Upon returning from leave, clinicians can request accommodations to facilitate their transition back to work. Requests could include adjustments to patient assignments, modified physical workloads, alterations to shift schedules, or more frequent rest breaks while on duty. While every effort will be made to support clinicians after their return, the decision to grant these arrangements is ultimately at the discretion of the clinician's direct manager.

We recognize that not everyone requires counseling to cope with grief. However, if you are seeking professional support, our EAP program covers the cost of up to eight counseling sessions with our organization's internal counseling team. If you would like to schedule sessions, you can do so by logging into the HR portal.

In our organization, we value our employees like family. We know this must be a difficult time for you and your loved ones and strive to alleviate any work-related stressors during this time. If you have any additional questions or concerns, please don't hesitate to reach out to your department's human resources representative.