

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employee Benefits**

**Number: IV-7**

**SUBJECT: Bereavement Leave**

**Effective Date: 08-28-00**

**Revision Date: 07-09-09**

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A bereavement leave benefit is provided to full-time employees upon the death of an immediate family member or an immediate relative.

Up to three (3) days of bereavement leave may be provided for an immediate family member. An immediate family member is defined as a spouse, domestic partner, child, stepchild, parent, brother, sister, grandparent, grandchild, foster parent, stepbrother, stepsister, stepparent, son-in-law, daughter-in-law, or parent-in-law.

One (1) day off may be provided to employees who experience the death of an immediate relative. An immediate relative is defined as a nephew, niece, aunt, uncle, great-grandparent, all of which are blood relatives. Also included are brother-in-law, sister-in-law, and grandparent-in-law.

Additional time may be granted and charged against Personal Leave Time (PLT) or taken as leave without pay with approval of the employee's immediate supervisor.

Bereavement leave will be paid at the employee's base hourly rate. These hours may not be applied toward the workweek for the calculation of overtime. Returning to work is a condition of receiving bereavement leave pay.

Bereavement leave will not be granted for employees on any type of leave of absence, including Workers' Compensation.

Proof of death and relationship to the deceased is required.

LOYOLA reserves the right to approve exceptions to this policy at their discretion.