

Bereavement Leave

- HR 46. As an expression of the Church's pastoral care and concern, regular employees are eligible for bereavement leave with pay.
- 46a. Employees in their initial employment period are eligible for one occurrence of paid bereavement leave at the supervisor's discretion.
- 46b. Employees are eligible for five days paid bereavement leave in immediate proximity to the death of a parent, stepparent, sibling, step-brother/sister, son/daughter, step-son/daughter, spouse, grandparent, grandson/daughter, mother/father-in-law, or daughter/son-in-law.
- 46c. Employees are eligible for three days paid bereavement leave in immediate proximity to the death of other close relatives. For purposes of bereavement leave, the term "close relative" is defined as an aunt, uncle, niece, nephew, cousin, or sister/brother-in-law.
- 46d. Supervisors may also grant up to one day of paid bereavement leave to employees for the purpose of attending a funeral of someone other than a member of the employee's family.
- 46e. If additional time off is required, employees may use accrued sick leave, vacation, or request leave without pay.

ARCHDIOCESE OF SEATTLE

Office of Human Resources

710 9th Avenue • Seattle, Washington 98104-2017
Tel. 206-382-4570 • Toll free 800-261-4749 • Fax 206-382-4267
HR@seattlearch.org