



"PROVIDING THE WARFIGHTER THE RIGHT SOLUTIONS AT THE RIGHT TIME"

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Policy Title: Bereavement Leave

Purpose

This policy outlines the procedures for employees requesting leave as a result of the death of a family member or close relative.

Policy

It is the policy of GSI to provide leave time for all full-time employees to handle personal affairs at the time of bereavement in the immediate family. The phrase "immediate family" for the purposes of this policy includes the employee's spouse, domestic partner, brother, sister, father, mother, children, stepparent, stepchildren, adopted children, foster children, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandparents, grandchildren and any member of the employee's immediate household.

If there is a death in the employee's immediate family, the employee may be granted one to three days off work with pay, having properly notified their supervisor. Generally, the leave time will be for days adjacent to the death and/or burial service.

If the death occurs while an employee is on vacation, additional vacation days may be approved by management to compensate for those days granted for bereavement.

Procedure

During the period involved in Bereavement Leave, the employee will continue to accrue Leave Time. GSI may request from the employee, verification of death and relationship in the form of public notice or obituary report.

In addition, authorized hours/days off for bereavement leave will not be considered as working time for calculating weekly overtime compensation.

The employee is responsible for promptly notifying their supervisor of a death in their immediate family that will require leave.

The Corporate HR Department will ensure that the policy is properly interpreted and applied.

General

In extenuating emergency circumstances any deviations more than 3 days recommended by the supervisor must be approved first by the Sr. Director of Corporate Human Resources.