Policy Title: Bereavement Leave

Employees who wish to take time off due to a death of an immediate family member should notify their supervisor immediately.

Up to two days of paid bereavement leave will be provided to eligible employees in the following classification(s):

*Regular full-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

MGS defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent or child.