

Bereavement Leave FAQ

1. Who is eligible for bereavement leave?

All benefits eligible employees are eligible for bereavement leave if they have experienced the death of a family member as defined by our sick leave policy.

2. Which family members are covered under bereavement leave?

Sick leave policy states that bereavement leave may be taken for self, spouse, child, foster child, parent, brother, sister, grandparent, grandchild, or the same relation by marriage or legal guardian.

3. Is documentation now required for bereavement leave?

In most circumstances documentation is not required. However, there may be situations such as accommodation requests, or if leave abuse is suspected, when more documentation would be requested.

4. If an employee needs more time off to grieve or needs to request accommodation, who do they speak with?

If an employee needs additional leave after the first five (5) days, they should discuss it with HR. They may be required to provide additional documentation.

5. If an employee needs to take extra time off for legal responsibilities related to probate or court proceedings, what is the process?

The employee must use other accrued leave balances prior to the employee receiving leave without pay.

6. Are multiple bereavement leave requests in the same period allowed? Example: Car accident with multiple family members passing away.

Yes, those are all qualified events. Five (5) days of leave may be taken per qualified event.

7. Do the five (5) days of bereavement leave have to be taken consecutively?

No, but they must be used during the twelve (12) months following the qualified event.

8. Do the five (5) days of bereavement leave count against my sick leave balance?

Yes, it does.

9. If an employee needs more time off or an accommodation, who do they speak with?

If an employee needs additional leave after the first five (5) days or an accommodation, they should discuss it with HR. They may be required to provide additional documentation.

10. Does bereavement leave cover pet deaths?

No, you would need to request time off using other personal leave balances.

11. What resources are available to support employees coping with loss?

- [Employee Assistance Program \(EAP\)](#)
- [Idaho Crisis and Suicide Hotline \(call or text 988\)](#)
- [Life Insurance](#)