



# NEW YORK MEDICAL COLLEGE

A M E M B E R O F T O U R O U N I V E R S I T Y

## BEREAVEMENT LEAVE POLICY

*Dated:* April 2, 2024

*Supersedes:* *Authorized Paid Short-Term Absences* dated February 24, 2015

*Last Review:* April 2, 2024

### I. PURPOSE

In the unfortunate event of the death of an employee's family member, this policy sets forth the amount of paid leave, separately and distinctly from other paid leaves, an employee may take in order to mourn their loss.

### II. POLICY

- A. In the event of the death of an Eligible Employee's Immediate Family Member, New York Medical College ("NYMC") will provide such employee with up to five (5) days of paid bereavement leave; this amount of paid leave is prorated for part time employees, based upon regularly scheduled hours;
- B. In the event of the death of an Eligible Employee's Extended Family Member, NYMC will provide such employee with one (1) days of paid bereavement leave; this amount of paid leave is prorated for part time employees, based upon regularly scheduled hours;
- C. Any leave taken under this policy must be used within fourteen (14) calendar days of the family member's death;
- D. Employees may be asked to submit proof of death to Human Resources; and
- E. If additional time is needed, employees may use vacation or personal days with approval of their supervisor.

### III. SCOPE

This policy applies to all Eligible Employees.

### IV. DEFINITIONS

*Eligible Employees* – all NYMC employees, **except** per diem or temporary employees or employees who are governed by a Collective Bargaining Agreement.

*Immediate Family Member* - For purposes of this policy, is defined as parent/step-parent, child/step-child, spouse, sibling/step-sibling, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law or son-in-law.

*Extended Family Member* – For purposes of this policy, is defined as aunt, uncle, niece, nephew, sister-in-law, brother-in-law, grandmother-in-law, or grandfather-in-law.

**V. PROCEDURES**

- A. In the event of the death of a family member, the employee should notify his/her manager as soon as practical.
- B. The employee's manager will notify his/her supervisor and Human Resources of the employee's loss.
- C. The employee's manager will work with Human Resources to record the leave on the employee's timesheet.

**VI. EFFECTIVE DATE**

This policy is effective immediately.

**VII. POLICY MANAGEMENT**

Executive Stakeholder: Director of Human Resources  
Oversight Office: Human Resources Department