

Bereavement Leave

1.0 Policy

It is the policy of ULTRA TECH to grant employees bereavement time off without loss of pay when a death occurs in an employee's immediate family.

2.0 Scope

All full-time employees.

3.0 Guidelines

In the event of a death in an employee's family, the following number of days of leave will be granted:

Five Days	Three Days	Liberal Leave Policy
Spouse	Grandparent	Aunt
Parent	GrandChild	Uncle
Sibling	Spouse's Parent	Niece
Child / Step Child		Nephew
		Housemate

4.0 Procedure

It is the employee's responsibility to notify his/her supervisor immediately of the death. In the event the supervisor is not available, the Human Resources Department must be notified and a point of contact provided.

The manager should record days taken as bereavement leave on the employee's timesheet.

Human Resources should be notified in order that an expression of sympathy may be extended.