



BEREAVEMENT

HR-04

Section: <i>HR (Human Resources)</i>	Effective Date: <i>November 1, 2010</i>
Policy Type: <i>Company Wide</i>	Revision Date(s): <i>1/11</i>
Policy Location: https://ruralmetro.hccs.com/core_frames.asp	

POLICY: As a benefit to Rural/Metro employees, regular full time employees are eligible for paid time off in the event of death of an immediate family member.

RESPONSIBLE OFFICER: Vice President of Human Resources

PROCEDURES:

- I. This policy applies to all full time employees immediately upon hire.
- II. Your manager must authorize bereavement time consistent with the chart below.
- III. The employee is responsible for notifying his manager as soon as possible when a death occurs in the family. Likewise, the employee is responsible for keeping the manager informed of the anticipated duration of absence.
- IV. Hourly paid employees must record approved bereavement time in Net Scheduler.
- V. Salaried employees are responsible for reporting bereavement time by submitting a Time-Off Request Form to their manager for approval and recording it on the timesheet.
- VI. The employee is responsible for complying with all aspects of the bereavement policy.
- VII. Employees may be approved for time off according to the following chart:

Up to 5 days Bereavement Leave	Up to 3 days Bereavement Leave	One day Bereavement Leave
<ul style="list-style-type: none"> • Biological or legally adopted children • Spouse/Domestic Partner • Mother or father (when 3 or more hours of one-way travel is required) 	Immediate family members are defined as: <ul style="list-style-type: none"> • Mother or father (local) • Sister or brother • Step relatives (children, brother, sister, parents) • In-laws (mother, father, sister, brother, son or daughter) • Grandparents or grandchildren • Other relatives living in your home 	<ul style="list-style-type: none"> • Aunt • Uncle • Cousin • Niece or nephew



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- VIII. Employees who need additional time off may take available vacation time (as eligible), or unpaid time off (with the approval of his immediate manager).
- IX. Bereavement pay is not paid with any other compensation received by the Company.
- X. Bereavement leave does not count as time worked toward overtime computations for hourly paid employees.
- XI. The Company may request proof of relationship and/or proof of attendance at a funeral, such as an obituary clipping, funeral card or similar document.

Approved by:

A handwritten signature in black ink, appearing to read 'J. P. Dill', is written over a horizontal line.

President and Chief Executive Officer

Date: 1/20/11