

## **Bereavement Policy**

Stevens provides time for employees to spend with their families or others in the event of the death of an immediate family member, close relative, or other important person in their lives.

### **Immediate Family**

In the event of the death of an Immediate Family Member of a full-time employee, the employee will be allowed to take up to five workdays off with pay, including the day of the funeral. An Immediate Family Member is defined as the employee's spouse, domestic partner, parent, parent-in-law, child, stepchild, grandparent, grandchild, sibling or other equivalent relationship (including equivalent "step" relationships).

### **Close Relative**

In the event of the death of a Close Relative of a full-time employee, the employee will be allowed to take up to three workdays off with pay, including the day of the funeral. A Close Relative is defined as the employee's aunt, uncle, niece, nephew, sibling-in-law, first cousin, resident of the same household as the employee, or other equivalent relationship.

### **Other Close Relationship**

In the event of the death of an individual with another close relationship to the employee, the employee may not take bereavement leave, but may use one sick or vacation day for bereavement purposes. The Division of Human Resources will assist employees in categorizing individuals with "equivalent relationships."

**Effective Date: January 1, 2020**