

	Human Resource Policy Benefits & Compensation	No. HR.BNC.11
	Title: BEREAVEMENT LEAVE	Page: 1 of 2
		Effective Date: 09-03-15
		Retires Policy Dated: 05-01-12
		Previous Versions Dated: 09-27-11; 08-01-09; 01-01-96; 01-01-93

I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or healthcare entity in which an Affiliate either manages or controls the day-to-day operations of the entity (each, a “Tenet Entity”) (collectively, “Tenet”).

II. PURPOSE:

This purpose of this policy is to provide the appropriate directions regarding a leave of absence for bereavement leave.

III. DEFINITIONS:

“**Immediate family**” is defined as: spouse, domestic partner (as defined by Tenet in Criteria for Domestic Partnership Status), children, parents, siblings, grandparents, grandchildren, and corresponding step and in-law relationships or close relative living with the employee. This definition may also include individuals who are not legally related but who reside with the employee.

IV. POLICY:

We respect the desire for employees to take personal time in the event of the death of an immediate family member. Under this circumstance, full-time and part-time 1 employees will be allowed up to three consecutively scheduled shifts off with pay (to a maximum of 24 hours), to arrange or attend memorial event(s) (e.g., funeral, memorial service) . Bereavement Leave must be taken within a reasonable time, not to exceed 15 days, following the death. If religious practices do not allow for leave to be taken within the above established 15 day period, please contact your Human Resources team.

- A. The employee is paid his/her regular base hourly rate for each of the consecutively scheduled days missed (up to 24 hours) and may be required to furnish satisfactory evidence to support the leave.
- B. Additional days leave granted beyond the maximum allowed hours may be used from accrued Paid Time Off. Supervisor approval is needed.
- C. Eligible employees may request bereavement leave after completing 90 calendar days of service.

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V. PROCEDURE:

A. Human Resources

1. Assist employees seeking a leave of absence.
2. Provide guidance and support to supervisors in administration of this policy.
3. Administer the leave in accordance with this policy.

B. Supervisors

1. Review and approve the leave of absence after consultation with Human Resources.

C. Employees

1. When feasible, make a request for bereavement leave in writing and provide the request to your supervisor together with any requested supporting documentation.
2. Comply with all terms and conditions of any leave granted.

D. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards.

VI. REFERENCES:

- Affidavit Declaring Domestic Partnership