

**Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures**

**Employment Information – Benefits
Section 408 – Bereavement Leave**

1. Policies

- a. The Partnership for Children of Cumberland County, Inc. (PFC) will provide time off to all regular employees for bereavement of immediate family members.
- b. Up to 3 days of paid bereavement leave will be provided to all regular employees: 24 hours for full-time, 18 hours for abbreviated schedule, or 12 hours for part-time employees.
- c. PFC defines “immediate family” for bereavement leave as:

Employee		Employee’s Spouse or Former Spouse
Spouse		
Parent/Step-Parent/Legal Guardian		Parent/Step-Parent/Legal Guardian
Child/Step-Child/Child Under Guardianship		Child/Step-Child
Sibling/Step-Sibling		Sibling/Step-Sibling
Sibling’s Spouse		Sibling’s Spouse
Grandparent		Grandparent
Grandchild		Grandchild

- d. Employees may, with their supervisors’ approval, use any available paid leave for additional time off as necessary.