



NOTHING CONTAINED IN THIS POLICY OR IN ANY OTHER POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL TEAM MEMBERS ARE EMPLOYED "AT WILL," WHICH MEANS THAT THE TEAM MEMBER HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT PRISMA HEALTH AND/OR ITS AFFILIATED ENTITIES RETAIN THE SAME RIGHT.

### Human Resources - Bereavement Leave

<b>Approved Date:</b> 01/29/2020	<b>Effective Date:</b> 01/29/2020	<b>Review Date:</b> 01/29/2021
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Prisma Health-Midlands		Prisma Health-Upstate	
X	Prisma Health Baptist Hospital	X	Prisma Health Greenville Memorial Hospital
X	Prisma Health Baptist Parkridge Hospital	X	Prisma Health Greer Memorial Hospital
X	Prisma Health Richland Hospital	X	Prisma Health Hillcrest Hospital
X	Prisma Health Tuomey Hospital	X	Prisma Health Laurens County Hospital
X	Prisma Health Children's Hospital-Midlands	X	Prisma Health Oconee Memorial Hospital
X	Prisma Health Heart Hospital	X	Prisma Health North Greenville Hospital
X	PH USC Medical Group	X	Prisma Health Patewood Hospital
X	Provider based facilities associated with Prisma Health-Midlands hospitals	X	Prisma Health Surgery Center - Spartanburg
		X	Prisma Health Marshall I. Pickens Hospital
		X	Prisma Health Children's Hospital-Upstate
		X	Prisma Health Roger C. Peace Hospital
		X	Prisma Health Baptist Easley Hospital
		X	University Medical Group UMG/PIH
		X	Provider based facilities associated with Prisma Health-Upstate hospitals

**Policy Statement:**

Prisma Health provides Bereavement Pay to full- and part-time team members, regardless of length of employment, when death occurs in their immediate or extended family to compensate for needed time off from scheduled work hours.

**Associated Policies and Procedures:**

[Human Resources - Paid Time Off \(PTO\)](#)

**Associated Lippincott Procedures: (as applicable)**

N/A

**Definitions:**

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Family members are defined as:

1. Spouse: husband or wife
2. Parent: biological, adoptive, step-parents, or legal guardian
3. Child: son or daughter where biological, step-child, or legal dependent
4. Sibling: biological, adoptive, or step
5. Grand-relationships: grandparents and grandchildren (biological, adoptive, or step)
6. In-law relationships: parent, sister, brother, son, or daughter defined as a relative by marriage or verified domestic partnership.
7. Consideration of other individuals as family members will be given in unique circumstances when approved by the Vice President of HR Operations and Shared Services or his/her designee(s).

**Responsible Positions:**

N/A

**Equipment Needed:**

N/A

**Procedural Steps:**

1. Team members must notify their leader, if possible, within seven (7) calendar days of the loss of the family member as defined above to qualify for leave.
2. Team members are eligible to receive up to three (3) scheduled working days/shifts of paid Bereavement Leave between the date of the death and the day after the funeral.
3. A team member requesting time off due to the death of someone not specified in this policy may be granted Paid Time Off (PTO) at the discretion of his/her leader. If a team member does not have available PTO, unpaid time off may be granted at the discretion of his/her leader.
4. The leader should record the paid bereavement hours under the "Bereavement" earnings code on the team member's time record. Bereavement Leave will not be counted as hours worked for the purpose of computing overtime.
5. The leader should email [benefits@prismahealth.org](mailto:benefits@prismahealth.org) for bereavement flowers to be delivered to the funeral home. The email should include the following information:
  - 5.1. Team Member Name
  - 5.2. Deceased Name
  - 5.3. Relationship
  - 5.4. Date of Death
  - 5.5. Funeral Home Name, if available
6. Evidence to authenticate the death and relationship of the deceased may be required. Prisma Health reserves the right to initiate corrective action up to and including termination in the event of falsification of bereavement information.

**References:**

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N/A

**Appendices:**

N/A