



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.

Bereavement Leave: Human Resources - Prisma Health

Approved Date: 05/09/2023	Effective Date: 05/09/2023	Review Date: 05/09/2024
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SCOPE:

x	ACUTE CARE Prisma Health...	x	POST-ACUTE CARE Prisma Health...
	Baptist Easley Hospital Baptist Hospital Baptist Hospital Behavioral Care Baptist Parkridge Hospital Greenville Memorial Hospital Greer Memorial Hospital Hillcrest Hospital Laurens County Hospital Marshall I. Pickens Hospital North Greenville LTACH Oconee Memorial Hospital Patewood Hospital Richland Hospital Richland Springs Hospital Tuomey Hospital		Center for Prosthetics & Orthotics (ALL) Emergency Medical Services Equipped for Life (ALL) Home Health Hospice - Midlands & Midlands Newberry Hospice of the Foothills Roger C. Peace Hospital SeniorCare PACE Tuomey Acute Rehabilitation Tuomey Home Health Tuomey Hospice
x	MEDICAL GROUP, PROVIDER BASED CLINICS, URGENT CARE Prisma Health...	x	AMBULATORY CARE Prisma Health...
	Medical Group Provider based facilities associated with Prisma Health Hospitals Urgent Care by WellStreet, LLC		Advanced Family Medicine Blue Ridge Women's Center Cardiovascular Services - Simpsonville Clemson-Seneca Peds - Clemson Clemson-Seneca Peds - Seneca Family Medicine - Bishopville Family Medicine - Powdersville Family Medicine - Walhalla Family Medicine - Winnsboro Laurens Family Medicine - Gray Court Laurens Family Medicine - Main Mountain Lakes Family Medicine Pediatric Associates - Powdersville Premier Women's - Powdersville Primary Care - Fountain Inn Seneca Medical Associates Upstate Family Medicine Upstate Pharmacy - ALL Locations Walk-in Care - North Greenville
x	AMBULATORY LLC Prisma Health...		
	Endoscopy Center - Parkridge Orthopedic Surgery Center Lexington		
x	CORPORATE Prisma Health...		
	Corporate Promise Health Plan		

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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:

[Paid Time Off \(PTO\) & Donation: Human Resources - Prisma Health](#)

Associated Lippincott Procedures:

N/A

Definitions:

Family members are defined as:

1. Spouse: husband or wife
2. Parent: biological, adoptive, stepparents, or legal guardian
3. Child: son or daughter either biological, stepchild, 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. Extended Family: Aunts, Uncles and First Cousins
8. Consideration of other individuals as family members will be given in unique circumstances when approved by the Human Resources Business Partners (HRBP) and Department Director

Responsible Positions:

- All Prisma Health Team Members

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

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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. 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:

N/A

Appendices:

N/A