



# PACIFIC HARBOR LINE

## MEMO

Date: June 2, 2023

To: ALL EMPLOYEES

From: Kalena Guimary  
*Manager of Administration & Human Resources*

Re: Bereavement Policy

---

**The CA Law states Bereavement Days is a maximum of 5 days, as allowed by the law, PHL will only provide three days paid as per the employee handbook.**

**Payment:**

As per current policy a maximum of three days will be paid; the employee will still need to provide the documentation for payment to be approved by ARH HR Director. Covering the other two days; should they be taken is up to the employee, as paid [using PTO] or unpaid. However, no less/more than 5 days are to be made available.

**Family Members:**

PHL must offer eligible employees with up to five days of BL upon the death of a family member which include (Spouse, Child, Stepchild, Grandchild [biological, adopted, foster], Daughter-in-law/Son-in-law, Parent or Step-parent of Employee, Grandparent of Employee, Great-grandparent of Employee, Sibling or Step-sibling of Employee, Parent or Step-parent of current spouse, Brother-in-law/Sister-in-law (sibling of current spouse))

**Timing:**

The five days do not have to be taken consecutively but can be taken intermittently. The five days **must** be taken within three months of the family member's date of death.

**Documentation Requirement:**

Bereavement Leave will not be paid to the employee without documented verification of the need for the time off taken for bereavement purposes. Upon returning to work from the Bereavement Leave, the employee must submit the documentation to Human Resources or their supervisor who will forward it to Human Resources. This documentation may be an obituary, death certificate, funeral program, etc. that lists the surviving family to establish the relationship of the deceased to the employee, as necessary, and notes the day of the service, if attended. To facilitate final approval and timely payment, this documentation should be provided within three workdays after returning to work.