



POLICY:

Chatham Area Transit Authority will provide paid time off for making arrangements, settling family affairs, bereavement and/or attending the funeral or memorial service of a member of the immediate family.

All employees who wish to take time off due to the death of a family member should notify his/her supervisor as soon as possible. Chatham Area Transit Authority reserves the right to require valid documentation.

The Authority will provide up to three (3) paid days for bereavement of an immediate family member, defined as the following:

- Spouse
- Domestic partner
- Parent/legal guardian (including step parent)
- Child (including step child)
- Brother or sister (including step brother or sister)
- Son or daughter-in-law
- Child's domestic partner
- Son or daughter of domestic partner
- Mother or father-in-law
- Mother or father of domestic partner

The Authority will provide up to two (2) paid days for bereavement for the following:

- Grandparent
- Grandchild

The Authority will provide up to one (1) paid day for bereavement for the following:

- Aunt or Uncle
- Niece or Nephew

Bereavement pay is calculated based on the base pay rate at the time of absence and will not be included in an overtime calculation. Employees in need of additional days off in excess of this policy may request to supplement their time off with vacation days and/or personal holidays.

APPLIES TO:

All full-time, non-union employees of Chatham Area Transit Authority.