NCCADV
North Carolina Coalition
Against Domestic Violence

Bereavement Leave Policy

NCCADV will provide bereavement leave to all employees for a maximum of 20 days (160 hours) without a loss of benefits.

a. 'Bereavement' refers to the time needed to mourn and grieve the death of the humans, chosen family, animals, and the community members we love. It also includes the time needed to honor the anniversaries of these deaths.
b. The purpose of bereavement leave is to enable the employee to recover both physically and emotionally. There is no right way or one way to grieve. Employees are encouraged to practice the rituals and routines that best support them through the impact of loss – we acknowledge that sometimes this can look like returning to work sooner than later.
c. The policy will be in effect for bereavement of the death of the humans, chosen family, animals, and the communities we love occurring on or after June 1, 2023. This policy will be reviewed on an annual basis for feasibility and sustainability, with changes made as needed.

<u>Eligible employees must meet the following criteria:</u>

1. Have been employed with NCCADV for at least 90 days and passed their probationary period. Staff who have been employed for fewer than 90 days are not eligible for paid bereavement leave but are eligible for up to 12 weeks of unpaid leave.
2. Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit). Bereavement leave will be pro-rated for employees regularly scheduled to work fewer than 40 hours per week.
3. In addition, employees must meet one of the following criteria:
    a. Experience death of a chosen family member, pet, or community member.

b. Reproductive experiences that involve loss, death, and grief (i.e., fertility/infertility issues, miscarriage, stillbirth, abortion/termination/released pregnancy, neonatal death, etc.)

Amount, Time Frame and Duration of Bereavement Leave

1. Paid Bereavement leave is granted to all employees for a maximum of 20 days (160 hours) without a loss of benefits. While the 20 days must be used within a year, it does not need to be used consecutively and can be broken up.
2. Bereavement Leave becomes unpaid after the allotted 20 days are used. However, employees can use their Compassionate Extended Leave, vacation, sick leave, personal time, or donated leave to meet additional leave needs after 20 days.

Coordination with Other Policies

1. In the event that NCCADV falls under the Family and Medical Leave Act, this policy will run concurrently with that Act and will be revised as needed.
2. NCCADV will work with the employees to coordinate bereavement leave with any other eligible benefits.

Request for Bereavement Leave

1. All requests for Bereavement Leave under this policy must be made in writing and be submitted to the Executive Director as soon as is practical and possible for the employee. If the Executive Director is unavailable, leave requests should be made to the employee's direct supervisor or the Director of Operations. Within a reasonable timeframe, the employee shall communicate the following information:
    i. How much leave (including the dates) they initially need to take
    ii. Name of the deceased as well as their relation to the employee
2. Documentation of death is NOT required
3. Employees are not limited to one utilization of Bereavement Leave per year. In the case of multiple tragedies in one year, Bereavement Leave will be granted on a per-event basis.

4. The Coalition is committed to providing flexibility and support for employees, while still maintaining its mission to serve the state. In the case where a large number of the Coalition staff requests bereavement leave at the same time, leave granted and/or conditions of said leave may be adjusted by the Executive Director or the Director of Operations in the event the Executive Director is unavailable to ensure the Coalition still has the ability to operate.

Return to Coalition Plan

1. When an employee returns to the Coalition from Bereavement Leave, the employee will be required to meet with the Coalition's Executive Director. If the Executive Director is unavailable, the employee should meet with the employee's direct supervisor or the Director of Operations.
2. This meeting is meant to ensure the employee is receiving any support and/or resources they may need in their time of grief.
3. To best support the employee, this meeting will be as flexible as possible in structure, length, and timing.

Benefits of Bereavement Leave

1. NCCADV will continue to pay the employer's share of health/dental/vision insurance premiums and retirement contributions.
2. After authorized Bereavement leave, an employee returns to their previous salary. Employees receive pay increases and other benefits as if they had not taken leave.
3. Benefits already earned are retained upon return to work.