

**MID-ATLANTIC
POLICY AND PROCEDURE**

TOPIC	NUMBER	TITLE
Benefits	Section A	Bereavement
EFFECTIVE DATE	REVISION DATES	REVIEW DATE
January 1, 2013		
<p>AUTHORIZED _____</p> <p>SIGNATURES : Mark Calabria _____ Samuel Perone, Business Manager</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Louis Moffa _____ Jennifer Niceta, Payroll</p>		

Bereavement Policy

Mid-Atlantic Home Health, LLC, will allow up to three bereavement days for immediate family (mother, father, sister, brother, son, daughter, in-law, or grandparent).

Bereavement begins at of date of death, and ends on the day of service, and only will be paid if the employee is scheduled to work on said day(s).

Example 1: An employee's grandfather passes away on Saturday, and services are Tuesday, an employee would be paid for Monday and Tuesday if they are scheduled to work.

Example 2: An employee's grandfather passes away on Friday night and is buried Sunday morning, the employee would not be paid for any bereavement days.