

Baltimore Research and Education Foundation, Inc.	Bereavement (Funeral) Leave Policy	No.		24
		Effective Date		03/10/2009
		Revision Letter		A
		Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will allow sick leave to be used for bereavement leave.

2.0 Scope

This policy applies to BREF employees.

3.0 Policy

3.1 It is the policy of BREF that full-time, full-year and part-time, full year employees may use up to three days of their accumulated sick leave for a death in the immediate family, which includes the employee's spouse, life partner, children, parents, siblings, and grandparents, and a spouses' parents and siblings. The employee's supervisor must be notified when the employee will be absent.

4.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
12/1/2008	A	Heather Riley	Put policy into approved format.
1/26/2011		Shirley Rutledge	No revisions. Policy approved at the BREF Board meeting held 1/26/2011.