

DIOCESE OF ALLENTOWN

Bereavement Leave Policy

The Diocese of Allentown understands that when a loved one passes time is needed to make arrangements and to be with family and other loved ones. A full-time or part-time employee who has been with the Diocese (90) calendar days of employment will be granted days off from regularly scheduled duty with regular pay as follows.

- 2 Days: Aunt, uncle, niece, nephew, aunt/uncle-in-law, cousin.
- 3 Days: Grandparent, grandchild, grandparent-in-law, sibling, sister/brother-in-law, stepbrother/sister, step grandchild or step grandparent.
- 5 Days: Spouse, child, stepchild, parent, stepparent, son/daughter-in-law, or parent-in-law.

Bereavement leave must include the actual day of the funeral Mass or service and must be on regularly scheduled workdays. If additional time off is necessary, employees may use vacation time. If the death or funeral occurs during a scheduled vacation period, adjustments will be made to provide for bereavement leave. If the funeral Mass or service is held on a Saturday or Sunday, the bereavement time is reduced by one day.

It is always sacred work to bury the dead. Gathering to celebrate the life of a loved one, those we are close and to proclaim the hope of the Resurrection are essential practices of our Christian faith. Therefore, an employee's attendance at co-workers, former co-workers or co-workers' family members' funeral services is permitted without loss of pay or using any time off.