

TE&Y Bereavement FAQ and Qualifying Family Members

Overview

Bereavement leave applies to all active TE&Y employees once they have established seniority. Qualifying employees may take **up to** three (3) consecutive days beginning the day of death, or ending the day of funeral, or day immediately following funeral. Bereavement is allowed for the death of an employee's brother (including half-brother), sister (including half-sister), parent, child, spouse, or spouse's parent. Stepparents, stepbrothers, stepsisters, stepchildren (unless legally adopted), or spouse's step-parents are not covered by the Bereavement leave rule. Employees who need time off for non-qualifying family members may request to use available vacation, personal leave, or non-compensated time off. *Note: **Employees will be compensated only for days where they stood to work** (except those governed by the SPWL BLET agreement.)*

Q&A

Q: Is it necessary to submit a non-service claim for qualifying bereavement absences?

A: No, CMTS will automatically generate bereavement compensation much like it does for vacation or personal leave layoffs.

Q: Do I need to provide any documentation to the company?

A: Yes, it is necessary to submit supporting documentation to Timekeeping to substantiate the layoff was for a qualifying family member.

Q: What documents do I need to provide?

A: Obituary, funeral program, or death certificate showing relationship to the employee. Where familial connection, date of death/funeral is not obvious, you may be contacted to provide additional supporting documentation.

Q: Where do I send documentation?

A: Documents should be faxed to 402-997-3954 (8-997-3954 from company fax) or can be scanned and emailed to tkopsfax@up.com.