

Excerpt from BUSH FOUNDATION Handbook

BEREAVEMENT AND GRIEF LEAVE

(This policy reflects the work of the Foundation's 2015 Bereavement Action Learning Team.)

At the Bush Foundation we aim to support you and help you manage the difficulties related to the loss of an important person in your life. We realize that circumstances, practices and needs vary with each situation and person and so the Foundation has a flexible policy using a combination of paid and unpaid leave to help employees navigate difficult times.

Because this policy is flexible based on each person's needs and situation, communication between you, your supervisor and the Talent Development Director is critical so that we can understand your needs and develop a response that is appropriate and sensitive to your individual situation.

Paid bereavement leave

Bereavement leave is available for employees to manage the immediate aftermath of the death of someone significant in their lives. We define 'someone significant' as a person who is close family, or like close family – someone who is very important to your life or your family. The Foundation's policy is flexible on this definition because we realize that each employee's circle of significant people varies. The amount of bereavement leave needed will vary depending on circumstances. The Talent Development Director will work with the employee to determine the appropriate amount of bereavement leave, based on the following considerations:

- The significance of the individual to the employee
- The type and length of religious or cultural customs or observations related to the death, including required travel
- The amount of responsibility and expectation borne by the employee to manage family affairs
- The impact of the employee's potential absence on high priority activities or products

The Talent Development Director will consult with the supervisor and the Talent Management Committee as needed in order to ensure that this policy is striking a reasonable balance between "everybody matters" and "steward well." The Talent Management Committee will review the use of bereavement leave annually and clarify or adjust the policy as needed.

Paid sick leave

Grieving often continues following the immediate activities related to a loss and can have a significant effect on an employee's mental health and productivity. Employees are encouraged to use their sick leave in these circumstances to help them recuperate and regain their wellbeing. As described in the policy on sick leave, supervisors can approve these requests.

Unpaid leave

Employees who wish to take an extended absence or have exhausted sick and/or vacation leave may choose to take unpaid leave, as described in the Unpaid Leave-Temporary Leave policy.

If an employee wishes to take time off to recognize the death of someone who is important but does not meet the definition of a person of significance, they may use paid Bush Foundation vacation leave. As described in the policy on vacation leave, supervisors can approve these requests.