



Monarchs Bereavement Policy

www.monarchsgym.com

info@monarchsgym.com

3599 Old Conejo Road., Newbury Park, CA 91320 (805) 375-4663
5331 Derry Ave Ste H-C, Agoura Hills, CA 91301 (818) 889-3634

Policy Brief & Purpose

Our work **bereavement policy** outlines our provisions for employees who lose a loved one. If this happens, we want to support our employees and allow them time to mourn and cope.

What is bereavement leave?

Bereavement leave (or compassionate leave) is a type of time off given to employees when a member of their immediate family or a close friend die. This time off is unpaid.

Scope

What is considered immediate family for bereavement leave?

In this policy, we define immediate family as spouses or domestic partners, all first-degree relatives (parents, siblings and children), grandparents, grandchildren, aunts, uncles, nieces and nephews. In-laws of the same types are included, as well as adopted parents, adopted children, legal guardians, half- and step-relatives.

Friends are also an important part of our lives and their loss may hurt as much as losing a relative. Should you lose a close friend, you're still entitled to the same amount of bereavement leave to attend the funeral and mourn.

Policy Elements

At a minimum, we'll offer the typical bereavement leave of three days per death. We will grant this bereavement time off for the following reasons:

- Arrangement of a funeral or memorial service
- Attendance of a funeral or memorial service
- Resolving matters of inheritance
- Fulfillment of family obligations
- Personal mourning

You may take two more days of leave if long-distance travel is involved.

If you require additional time off for personal reasons, you may discuss each individual manner with HR.

Is bereavement leave paid?

Any leave will be unpaid; however, your job will not be in jeopardy.

Bereavement leave request

If you need to take bereavement leave, please inform your manager and HR as soon as possible. You can do this via email.

Normally, we don't require proof of death. You may need to bring us proof of travel or other documents if you request additional time off.

Managers must adhere to policy regulations and be supportive of employee bereavement during difficult times. You may face disciplinary action if you handle the situation inappropriately.