



BEREAVEMENT (FUNERAL PAY/LEAVE) FORM

To request Bereavement pay and/or leave for the death of an immediate family member, please review CORE’s policy and notify your supervisor as soon as possible for review and approval. Complete the information below and submit the approved and signed form to Payroll.

Policy

CORE employees are allowed leave up to three (3) days with full pay until and including the day of the funeral. Funeral leave pay will not be granted to employees attending a funeral during periods when, for other reasons, they are not at work, such as vacation, holidays, and illness.

Who Qualifies as an Immediate Family Member

Immediate family is understood to include father, mother, spouse, child (includes foster and adopted), sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, or any relative who lives with the employee.

Payment

The employee must note any approved Bereavement time on their timesheet and submit all documentation to payroll for the payment to be processed timely.

EMPLOYEE INFORMATION

Employee Name: _____ Date Requested: _____

Job Location: _____

Job Title: _____

Supervisor: _____

Date(s) of Leave: _____ Total Hours: _____

If you have any questions or concerns, please contact Human Resources immediately at 225-456-2243.

Employee Signature

Date

Supervisor Signature

Date

Please send the completed form to **Payroll** by **email** at payroll@coreoccupational.com or by **Fax** at **225-456-2300**.