



## Bereavement Leave

HOPES offers paid bereavement leave for staff to manage the material circumstances surrounding the loss of a loved one, including but not limited to the organization or attendance of a funeral, the completion of legal paperwork, and the management of an estate.

1. If an employee experiences a death in their **immediate family**, including pregnancy loss at any stage, the employee is eligible for paid bereavement leave as one week of pay for the hours normally worked in a week.

E.g. An employee working 40 hours a week will be granted 40 hours, and an employee working 24 hours a week will be granted 24 hours.

2. If a full-time employee experiences a death **outside of their immediate family**, the employee is eligible for **one day of paid bereavement leave per year**.
3. **Immediate family** is defined as: Parents or people who raised you, grandparents and grandchildren, your siblings, your significant other or spouse, your children, and people who reside in your household.
4. The failed adoption of an identified child may count as the loss of a child for the purpose of bereavement leave.
5. Pregnancy loss resulting in health conditions or disabilities may be protected by existing FMLA, Major Medical Leave, and Short Term Disability policies.
6. To qualify for bereavement leave, you must notify HR and track it in the payroll system.

## Bereavement Resources



<https://www.joincake.com/free-help-now/>

The team at Cake is a dedicated crew of experts in the death, funeral, and end-of-life planning process that believe navigating death and loss is really about honoring and celebrating life.




Cake helps you navigate:

- what you have to do
- what options you have
- how to find professionals who can help you take care of yourself and honor your loved ones

This helps you and your family know your rights, know how much things should cost, and simplify this complex and fragmented process.

### Use Cake's Post-Loss Checklist

**Leave no stone *un*turned.**

		
<b>Immediate Arrangements</b> Burial, cremation, funeral planning, notifying loved ones, and more	<b>Grief Support</b> Normalize the grief journey while also handling practical steps	<b>Legal Management</b> Understand the will, navigate probate, collect benefits, etc.



<https://www.orderofthegooddeath.com/>

The Order of the Good Death is the cornerstone of the Death Positivity movement, focusing on building meaningful, eco-friendly, and equitable ends of life.

Everyone deserves a healthy relationship with mortality grounded in accurate facts, science, and history. To counter the ways the funeral industrial complex impacts the public's rights to care for their dead, they've created a wide variety of resources enabling people to make accurate and informed decisions about funerals.