



Regional Transit Authority

Bereavement

(HC29)

POLICY STATEMENT

Upon the death of a person in an employee's immediate and relative family, the New Orleans Regional Transit Authority (RTA) will grant the employee up to three (3) work days off at his/her regular straight time pay rate. If an employee must travel out of state, the RTA will grant up to five (5) work days off. Employees must be in regular pay status or on paid leave to be eligible for bereavement leave. Bereavement leave will not accrue.

PURPOSE

To provide employees time off to attend the funeral or memorial service or bereave the death of a member of the employee's immediate family.

APPLICATION

This policy applies to all regular at-will non-represented employees. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

ADOPTED: Board Chair

Chief Executive Officer

Effective Date: _____

Date of Last Review: _____



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1.0 PROCEDURE

The employee must notify his/her manager/supervisor of the death as soon as possible. Managers/supervisors may require proof of the death of the family member, such as a funeral card, an obituary notice, a copy of a death certificate, or other independent documentation.

Employees must record bereavement leave on the timesheet in the pay period in which the leave was taken. The RTA will compensate employees for days taken within the guidelines of this policy.

Managers/supervisors will work with employees to coordinate additional time off as necessary to accommodate geographically distant funerals or unusual circumstances. Such additional time off, when approved by the manager/supervisor and agreed to by the employee, may be taken in accordance with the PTO Sick Leave Policy (HC20) or through an unpaid personal leave of absence.

2.0 DEFINITION OF TERMS

Domestic Partners - Two adults, at least one of which is a RTA employee, who are in a committed relationship and have signed and filed an "Affidavit of Domestic Partnership" with the RTA's Pension and Benefits Department, and 1) share a common residence; 2) neither is married to someone else or is a member of another domestic partnership; 3) are not related by blood which would prevent them from being married to each other in a legal Louisiana marriage; 4) are both at least 18 years old; and 5) are both capable of consenting to the domestic partnership.

Immediate Family - The immediate family consists of the employee's spouse/domestic partner and the following relatives of the employee or the employee's spouse/domestic partner: children (natural, adopted, foster, and step), parents (natural, adoptive, foster, and step), siblings, grandparents and grandchildren.

Relative shall mean the employee's uncle, aunt, cousin, niece or nephew, or the spouse/domestic partner of the employee's sibling, child or grandchild. It also means the uncle, aunt, cousin, niece or nephew of the employee's spouse/domestic partner, or the spouse/domestic partner of the sibling of the employee's spouse/domestic partner.

Work Day - constitutes eight (8) hours per day.



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3.0 RESPONSIBILITIES

Employees must notify managers/supervisors as soon as possible that bereavement leave is needed.

Managers/Supervisors are responsible for ensuring that bereavement practices are consistent with this policy.

4.0 FLOWCHART

N/A

5.0 REFERENCES

- Employment Status (HC34)
- PTO Sick Leave (HC20)

6.0 ATTACHMENTS

N/A

7.0 PROCEDURE HISTORY

N/A

8.0 SPONSOR DEPARTMENT

Human Capital

