




# Operating Procedure Human Resources

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	Revision: 16	Effective Date: 10/03/16

Approved by:  Fred Millen, HR Director
Applicable to:  APSC Employees

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## 1.0 Purpose

To provide guidance and direction for eligible employees requesting travel reimbursement for a death or anticipated death in the family.

## 2.0 Accountable Resources

**Supervisors:** review and approve employee’s bereavement or emergency leave and covered travel expenses.

**Sr. HR Representative:** authorizes exceptions to this procedure.

**HR Generalists:** administer and interpret this procedure, complete a review of the employee’s expense report, and sign to reflect HR concurrence with the associated expenses after confirming all required documentation is attached to the report.



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**Payroll:** administer approved bereavement or emergency leave, reimburse covered travel expenses if Form 5002, *Employee Expense Record*, is submitted, and calculate and process imputed income.

**Employees:** follow this procedure when requesting bereavement or emergency leave and when requesting reimbursement for covered expenses; providing all required documentation to verify the reason for the leave and original receipts for expenses, inputting the correct cost string for the expenses, and ensuring HR approval has been received prior to submitting expense report for processing. Bereavement cost coding is Main: 550 Feature: 006 Cost Code: (Employee's cost code) Location: 9C.

### 3.0 References

- Alyeska's Approval Authority Guide
- *HR-2.10, Time Reporting*

### 4.0 Procedure

#### A. ENTITLEMENT

Distinct entitlement benefits are granted to an employee based on the family relationship designation. Travel reimbursement is applied only once for each specific Next-Of-Kin or Immediate Family Member during the course of employment.

Death, Anticipated Death, or Catastrophic Illness/Injury of:	Family Category:	Who is Eligible for the Benefit:
Mother or Father of Employee or Spouse. Sister or Brother of Employee or Spouse. Grandmother or Grandfather of Employee or Spouse.	1. Next-Of-Kin	Employee <u>OR</u> Dependent
Spouse	2. Immediate Family Member	Employee <u>AND</u> Dependents
Child or Grandchild	2. Immediate Family Member	Employee, Spouse, <u>AND</u> Dependents
Employee	3. Employee	Spouse <u>AND</u> Dependents



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1. **Next-Of-Kin**

In the event of a death, anticipated death, or catastrophic illness/injury of next-of-kin, the employee **or** a dependent (as defined in the Alyeska General Information Summary Plan Description (SPD)) is eligible for travel reimbursement. Next-of-kin is defined as parents, grandparents, brothers, or sisters of the employee or spouse whether established by blood, marriage, or legal action.

2. **Immediate Family Member**

In the event of a death, anticipated death, or catastrophic illness/injury of an immediate family member, the employee **and** dependents (as defined in the Alyeska General Information SPD) are eligible for travel reimbursement. Immediate family member is defined as a spouse, child, or grandchild of the employee whether established by blood, marriage, or other legal action.

3. **Employee**

In the event of a death, anticipated death, or catastrophic illness/injury of an employee, the spouse **and** dependents (as defined in the Alyeska General Information SPD) are eligible for travel reimbursement.

**Death of Employee, Spouse, or Dependent Child Outside Resident City**

In the event of the death of an employee, spouse, or dependent child outside the resident city, the employee or dependent will have the option of returning the deceased to the resident city, the point of origin, or equivalent.

Specifically, the reimbursement includes the expenses incurred to have the remains of the employee, spouse or dependent child taken to the (1) residential city where he/she lived, (2) the point of origin or (3) the equivalent cost to transport the remains to another location.

**B. REIMBURSABLE EXPENSES**

**Travel reimbursement includes:**

- Full-fare, round-trip, domestic coach class airfare to and from the employee's point of departure or physical residence address to the point of emergency
- 2 bags per person
- 2 days of surface transportation at the location of the emergency

Employees are encouraged to request bereavement airfares if available and applicable to the reason for travel.

To receive reimbursement of expenses, the point of emergency must be located more than 200 miles from the employee's point of departure.

All other expenses incurred by the employee and/or dependent(s) are not reimbursable



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**Destinations Outside the United States:**

For final destination points outside the United States, the reimbursement will be to the most convenient U.S. city departure point closest to the international location.

**C. REIMBURSEMENT PROCESS**

Employees must pay for bereavement or emergency leave travel out of pocket and request reimbursement by completing Form 5002 Employee Expense Record. When submitting an expense record the following cost string information is required for bereavement expense line items:

Bereavement cost coding is:

Main: 550 Feature: 006 Cost Code: (Employee's cost code) Location: 9C

When submitting the expense record (Form 5002), documentation is required to include:

- Related receipts
  - airline ticket clearly listing the cost
  - baggage fees (up to 2 bags per person)
  - car rental receipts or proof of other transportation, and
  - a letter from the hospital, funeral home, or obituary, if applicable to the situation).
- A note in the description/business purpose section of either report should clearly describe the leave benefits used by the employee and specifically state the relationship of the family member to the employee (i.e. father, mother, spouse's father, etc.).

The report is submitted to the employee's supervisor for first level approval.

The supervisor reviews and approves the Expense Report or the 5002 Employee Expense Record before forwarding it to the appropriate HR Generalist for review and confirmation that expenses and attached documentation meet the requirements of this procedure.

HR submits the completed and approved form to Payroll for processing. Travel covered by this procedure is considered taxable income and will be processed as part of the employee's next regularly scheduled paycheck following receipt of approved documentation. An employee can direct questions regarding how taxes are processed to Payroll.

**D. LEAVE AUTHORIZATION**

Up to four (4) days paid leave will be authorized with supervisory approval for those employees eligible for bereavement or emergency leave. The four days of paid leave may be taken during the employee's regularly scheduled workdays. By exception only, employees may receive authorization from HR for one (1) additional paid leave day if adverse weather conditions prevent scheduled travel. The employee will receive pay based on the normally scheduled hours worked for the days absent. If additional time off is required, the employee



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may use approved vacation and/or personal leave time or may request time off without pay subject to supervisory approval.

**End of Procedure**

**5.0 Revision History**

Revision	Date	Revision Summary
16	10/03/16	Updated procedure to reflect that employees can no longer use their Corporate Card for expenses as part of this procedure.
15	01/09/15	Confirming unique cost string information required for bereavement expense line items. Reordering the entitlement in procedure. Adding table for employee reference in section A. Entitlement.
14	10/27/11	Revision processed to improve the language pertaining to the benefits an employee may be eligible for and to clarify the documentation and process to follow when an employee is seeking approved expense reimbursement.
13	11/06/06	Revision processed to improve the language pertaining to the documentation that employees are required to submit when seeking bereavement or emergency leave benefits.
12	02/02/06	Kevin Hostler and Kristi Acuff signed.
11	06/21/04	Initial publication to the TAPS Document System.
10	09/17/01	Unknown.
9	03/13/00	Unknown.
8	02/28/99	Unknown.
0-7	unknown	Unknown.