



## BEREAVEMENT POLICY

Board Approval September 25, 2023

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It is the policy of The Community Foundation of the Dan River Region to grant bereavement leave to all full-time and part-time employees. Bereavement leave, up to three days, at the discretion of the Executive Director, may be allowed for a death in the immediate family. Any additional time needed may be taken as Annual Leave Time. Temporary employees do not receive bereavement leave. The term “immediate family” includes the following: spouse, partner, child, stepchild, parent, grand-parent, spouse’s parent, brother, sister, grandchild or any relative who resides with an employee.