



US Department of
Labor

BEREAVEMENT LEAVE – PAYMENT REQUEST

NOTE: An employee's immediate family shall be defined as the employee's mother, father, sister, brother, grandmother, grandfather, grandchild, spouse, daughter, son, adopted child, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, domestic partner or domestic child. Step-parent or step-child will be included only if the "step" relationship existed during the minority of the individual, i.e., bona fide parent-child relationship. The maximum payment is for three (3) days; which must be scheduled workdays.

Date of Death: _____

Relationship: _____

Dates Payment Requested: _____

Employee Signature: _____

Employee's Name (Print): _____

Employee Number: _____

Supervisor's Signature: _____

Human Resources Manager: _____