

Frequently Asked Questions

Bereavement Time Off

Relationships

Can I take Bereavement Time Off for a close friend?

While the death of a loved one, no matter their title or formal relationship status, is hard for us all, only covered relationship types can be used for Bereavement Time Off. You may use Paid Time Off or My Flex Day for time away from work due to a loved one's death not covered by the Bereavement Time Off benefit with your manager's approval.

What if my aunt, uncle, etc. was more like my parent? Can I take 5 days instead of 3?

We recognize family dynamics can look very different for all of us, and while there may be individuals in our lives who we see as and feel are family, you may use the allotted number of bereavement time off days for the approved legal, current relationships. If you need additional time off, you may use Paid Time Off or My Flex Day, with your manager's approval.

Documentation

Do I need to provide documentation to take Bereavement Time Off?

Our company's values of Respect, Integrity, Compassion and Excellence should always be shown by all employees in all circumstances, including while using the benefits available through Texas Health such as bereavement time off. Because employees are expected to use integrity when using this benefit, documentation is not required to prove relationship types and/or the need to take Bereavement Time Off.

Timeframe

Can I use my bereavement time whenever I want?

Bereavement Time Off should be used within a reasonable timeframe following a death. Because arrangements for funerals and celebrations of life may be non-traditional, estates are time consuming and may not settle quickly, etc. it could be understandable that days needed may not immediately follow a death. Bereavement Time Off is provided for things like planning and attending a funeral or celebration of life, settling an estate, and grieving. We recognize the first anniversary, birthday, holiday, after the death of a loved one can be difficult. However, it is not the intent for Bereavement Time Off to provide annual time off after a death. Instead, PTO hours or My Flex Day should be used in these instances. A reasonable timeframe for using bereavement time off could be considered within a year after a death if there aren't special circumstances that would need to lengthen that time.

Can I keep the allotted days for later use?

Bereavement Time Off should be used within a reasonable timeframe following a death and not banked for future use. If arrangements, celebrations of life, settling an estate, etc. should occur after a reasonable amount of time after a death has occurred, PTO should be used for time away from work.

Can I use all the allotted days available to me?

Bereavement Time Off is available for employees to use as needed following the death of a family member, up to the maximum days allowed. Texas Health supports you taking the time you need.