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Vice President
Human Resources
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DATE: June 30, 2020
TO: Director of Human Resources
FROM: Yvette Villanueva *YV*
SUBJECT: Bereavement Leave

As we continue to support NYC H&H employees, retroactive to March 1, 2020, the following Bereavement policy is in place:

Bereavement Leave:

1. Applicable to NYC H&H employees.
2. Bereavement Leave, as defined herein, shall be approved upon submission of documentation to the employee's supervisor and the Payroll Department.
3. Following the death of an immediate family member, a domestic partner, or a family member of a domestic partner, an employee shall be allowed up to four (4) workdays of excused absence which may also be used intermittently.
4. An employee may use their bereavement leave at any time within **365 days of the death**.
5. **Documentation:** The employee will submit a copy of the Death Certificate of the family member, domestic partner, or family member of a domestic partner to the Payroll Department.
6. **Definitions:**
 - A. ***Immediate family*** is a spouse; natural, adoptive, foster or step parent; natural, adoptive, foster or step child; brother; sister; grandchild; father-in-law; mother-in-law; or any relative or relative-in law residing in the household; and domestic partner as defined in Section 1-112 of the Administrative Code of the City of New York.
 - B. ***Domestic partners*** are two people, both of whom are 18 years of age or older, neither of whom is married or related by blood in a manner that would bar their marriage in New York State, who have a close and committed personal relationship, who live together and have been living together on a continuous basis, who have registered as domestic partners and have not terminated the domestic partnership by filing a termination statement pursuant to established procedures.
 - C. ***Family of a domestic partner*** is the parent, child or grandchild of the domestic partner or any relative of the domestic partner residing in the household

Please share this with supervisors and employees through your internal communications mechanism.

Cc: Chief Executive Officers
Diane Cianci, T. Seta
Payroll Managers