

Good Information

Bereavement Leave

February 14, 2005

The BNSF community understands that the loss of a family member is a tragic event, and it is appropriate to take some time away from work when an employee loses a family member. With that in mind, this week's field communications message addresses the circumstances that qualify a TYE employee for paid bereavement leave and the employee's rights and obligations. Here are a few frequently asked questions and answers about bereavement leave:

Who Qualifies for Paid Bereavement Leave? Any employee is eligible for paid bereavement leave following their initial probationary period.

Which Family Members Qualify an Employee for Paid Bereavement Leave? The original agreement provisions regarding bereavement leave were laid out in the 1978 National Agreements. These national agreements specifically allow for paid leave upon the death of an employee's brother, sister, parent, child, spouse, spouse's parent, half brother or half sister, including family relationships through legal adoption.

For locomotive engineers, subsequent agreements expanded this list to include an engineer's step brother, step sister, step parent, step child or grandchild.

How Much Paid Leave will be Allowed? An employee will be allowed up to three calendar days of paid leave following the date of the death of the family member.

How Much Will an Employee be Paid for Bereavement Leave? The company will pay one basic day's pay at the rate of the last service performed for the number of working days lost during bereavement leave with a maximum of three days.

Does an Employee Receive Bereavement Pay if the Bereavement Leave Occurs When the Employee is on Vacation? No. Bereavement pay is not payable during an employee's vacation. Also, if an engineer qualifies for holiday pay on a holiday which occurs on a day the engineer qualifies for bereavement leave pay, he or she will only be entitled to one basic day's pay for that day.

How Does an Employee Get Paid for Bereavement Leave? An employee who suffers a loss of a family member must submit a special claim for CA Code 05. Additionally, the employee should fax a copy of the obituary notice to Fax No. 785-435-4203 in order to verify the employee relationship. After all of this information has been received and verified, the bereavement leave will be paid.

If you have any further questions about bereavement leave, please let us know.