

Bereavement / Jury Duty

Jury Duty Summons, Attendance records must be faxed and claim submitted. Claim must state the amount allowed for Jury Duty even if the employee has not yet received the funds. TEY who lay off too far in advance or when not required may see claim declined or allowed less than requested. Employee should markup upon release from service, and not wait an extended period of time.

Bereavement does not require a claim; however documentation to support absence is needed. Remind TEY of qualifying family members (brothers, sisters, half-brothers, half-sisters, parents, children, spouse, and spouse's parents. Step brothers and sisters are not covered unless there was a parental legal adoption). Proper documentation consists of an obituary, funeral program, or death certificate which states the relationship to the employee. Bereavement pay can start date of death, date of funeral, or end day after funeral.

Timekeeping Fax: 402-997-3954 (8-997-3954 from company fax)

Timekeeping Email (document repository): tkopsfax@up.com.

See Timekeeping FAQ regarding this issue by word search "bereavement faq"

SAMPLE CLAIM LANGUAGE

Bereavement leave, not in excess of three calendar days, following the date of death will be allowed in case of death of an employee's brother, sister, parent, child, spouse or spouse's parent. In such cases a minimum basic day's pay at the rate of the last service rendered will be allowed for the number of working days lost during bereavement leave. Employees involved will make provision for taking leave with their supervising officials in the usual manner. Article C-4, Article 12 July 26, 1978 National Agreement

Claim: Fax obituary with copy of the Non Service Claim to UP Timekeeping at 8-997-2125. List your name, EID number and claim number. Claim 3 days bereavement leave. On the claim, list relationship. Allowed are the following: brother, sister, mother, father, child, spouse, spouse's parent, half-brother, and half-sister. On claim list: relationship, date and time notice was faxed.