



SEE PROGRAM POLICY 2010

MEMORANDUM

**TO:** NOWCC SEE Program Enrollees

**FROM:** Greg Merrill, President

A handwritten signature in black ink, appearing to read "Greg Merrill", is written over the printed name.

**SUBJECT:** Updated Bereavement Leave Policy

**EFFECTIVE DATE:** May 22, 2010

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NOWCC has reviewed and made several changes to the current policy regarding Bereavement Leave. The number of days for which bereavement leave can be granted has been reduced from four (4) days to three (3). The policy has also been modified to grant leave for the passing of the following family members: step-parents, step-children, step-siblings and domestic partners.

Please click on the link below for the updated policy:

<http://www.nowcc.org/enrollees/handbook/leave.aspx#bereavement>

If you have questions, please contact your NOWCC SEE Program Field Director.

Cc: Susan Street, National Program Manager, SEE Program EPA