

Bereavement Policy

Effective Date: Adopted 06/17; Revised 9/18

§-I. PURPOSE

To provide time off with pay for employees experiencing the death of an immediate family member.

§-II. SCOPE Graded full-time and graded part-time positions.

§-III. POLICY

Bereavement leave with pay will be granted for an employee's absence from duty in the event of a death in the immediate family as defined below. An employee may utilize such leave to make funeral arrangements, settle family affairs, attend the funeral or memorial services, and for bereavement. Full-time employees shall receive up to three (3) days of bereavement leave with pay (up to a maximum of 24 work hours or 36 hours for 56 hour employees). Employees working in part-time positions shall be eligible for bereavement leave equal to three part-time days off with pay (i.e., pay equivalent to their normal part-time schedule).

An immediate family member for the purpose of this policy is defined as the employee's spouse, child, parent, sibling, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, and daughter-in-law or any person who is domiciled in the employee's household. Parent is defined as the biological, adopted, step- or foster- parent, or other individual who stood *in loco parentis* to the employee when the employee was under the age of 18.

§-IV. PROCEDURES

As with other unscheduled absences, employees are expected to notify their immediate supervisor and/or department head as soon as they learn of the need for bereavement leave. Such notification should, if at all possible, be made prior to the employee's scheduled work shift or within 30 minutes after the start of the employee's work shift.

Failure to provide proper notification may result in the denial of bereavement pay. Upon requesting bereavement leave employees should also inform their immediate supervisor and/or department head of their expected return to work date.

The date on which bereavement leave commences shall be at the discretion of the employee, subject to the approval of the Department Head/Elected Official or other authorized representative.

Verification may be required to substantiate periods of absence of any duration of unscheduled leave upon request of the Department Head/ Elected Official.