



# Unified Government Human Resources Guide

Effective 04-01-05

## BEREAVEMENT LEAVE

- I. General: Paid bereavement leave is provided for deaths in the immediate family of full-time regular and part-time A employees.
- II. Policy
  - A. Full-time regular employees may take up to 24 consecutive work hours of paid bereavement leave in the event of the death of an immediate family member. Part-time A employees may take up to 12 consecutive work hours of paid bereavement leave.
  - B. Regular full-time employees may be granted an additional 8 work hours (Part-time A an additional 4 work hours) off with pay for each 500 miles (round trip) he/she must travel to attend the funeral.
  - C. Twenty-four hour shift personnel (Fire Department Command Officers) may take one 24-hour shift of paid bereavement leave according to the criteria in II.A. Additional bereavement leave may be granted if the employee must travel 500 miles or more to attend the funeral.
  - D. If additional time is needed, with department head approval the employee may use accrued and unused personal leave, vacation, comp time, sick leave, or unpaid leave.
  - E. The term "immediate family" shall include the employee's spouse, child, step-child, parent, step-parent, parent of spouse, daughter-in-law, son-in-law, sister, brother, sister-in-law, brother-in-law, grandchild, great grandchild, grandparent, grandparent of spouse, great grandparent, great grandparent of spouse, and any other relative who lived in the employee's home immediately prior to the date of death.
  - F. The immediate family member's death must be verified to the employee's supervisor by means of newspaper clipping, holy card, church bulletin, etc.