

	<p align="center">Bereavement Leave</p> <p align="right"><i>Adopted: 08/31/2005</i></p>
<p align="center">Last Revision Date: 04/27/2022</p>	<p align="center">Policy No. 4.708</p>
<p align="center">Last Enabling Resolution:</p> <p align="center">076-2022/904-2022</p>	<p align="center">Developer/Reviewer:</p> <p align="center">Human Resources</p>

1. Purpose

The purpose of this policy is to provide eligible employees with bereavement leave to grieve and/or have the opportunity to spend time with family following the death of a family member.

2. Scope

This policy shall apply to all benefitted full-time and benefitted part-time employees.

3. Policy Statement

- A. Employees will be allowed paid bereavement leave for the death of the following current family members:
 - 1. Spouse; children/step-children; adopted and foster children; parents/step-parents; siblings/step-siblings; biological grandparents and grandchildren/step-grandchildren. Any other relative living in the home with the employee or person for whom the employee has legal rights and obligations of care.
 - 2. The biological mother and father of a baby miscarried at any point in a pregnancy will also be allowed bereavement leave.
 - 3. Family Medical Leave may also apply in some instances (see policy 4.711, Family Medical Leave).

- B. Bereavement leave shall be limited to:
 - 1. Employees working a forty (40) hour weekly schedule will be allowed forty (40) hours bereavement leave for each death at regular pay.
 - 2. Fire District employees working a fifty-six (56) hour schedule will be allowed two (2) shifts equating to twenty-four (24) hour per shift bereavement leave for each death at regular pay.
 - 3. EMS employees working a forty-two (42) hour weekly schedule will be allowed forty-two (42) hours bereavement leave for each death at regular pay.
 - 4. Sheriff employees working a forty-two and a half (42.5) hour weekly schedule will be allowed forty-two and a half (42.5) hours bereavement leave for each death at regular pay.

- C. Requests for leave exceeding what is noted in Item B. may be granted upon approval of the Chief Human Resources Officer.
- D. An employee may request to use sick leave following the exhaustion of bereavement leave. In these circumstances, sick leave use, other than when the employee has been approved for FML, shall not exceed the amount of hours granted above for bereavement. For example, 40 hour a week employees may use up to forty (40) hours of sick leave after exhausting bereavement; Fire Department employee two shifts; EMS forty-two (42) hours; Sheriff Office employees forty-two and a half (42.5) hours.
- E. When the circumstance does not meet the criteria for paid bereavement leave as defined in 3.A.1., the employee may request the use of sick leave. The maximum allowed shall be consistent with the amount allowed for paid bereavement leave as outlined in section 3.B. Requests should be submitted to the immediate supervisor prior to the leave being taken.
- F. Absences in excess of the hours outlined above will be coded as vacation use or will be protected under FMLA after submission of paperwork to Human Resources.
- G. Employees will be allowed up to four (4) hours leave to attend the funeral of a co-worker. Department Directors, Division Heads and Appointed/Elected Officials will have the right to limit the number of employees to maintain division operations.
- H. At the discretion of the Chief Human Resources Officer, an employee may be asked to submit documentation justifying the need for paid bereavement leave or the use of sick leave related to bereavement.
- I. Leave shall be taken in consecutive work days and is to be taken within two weeks of the time of the death. If the services are held more than two weeks after the death, the Chief Human Resources Officer, in consultation with the Division/Department Director, may make an exception.

4. Procedures

- A. The employee shall notify the immediate supervisor of the need to utilize bereavement leave at the earliest possible opportunity. Notification should include the name and relationship to the deceased and the anticipated date(s) of the leave.
- B. The Division/Department shall code bereavement leave on the time sheet only for the hours that qualify as paid bereavement leave. Employee sick leave utilized for bereavement should be coded as sick leave with a comment noted as bereavement.