



## **Bereavement Leave**

Board Approval:

*R M Kelley, Chairman*

Date: 4/26/16

### **Bereavement Leave Accrual & Balance**

Bereavement Leave is not accrued and no balance is maintained. Bereavement leave is granted on a case-by-case basis as the situation arises, at the discretion of the Deputy Director.

### **Bereavement Leave Use**

An employee may be granted up to three (3) days or twenty-four (24) hours paid funeral leave for a death in the immediate family. Immediate family shall refer to the employee's spouse, children, grandchildren, stepchildren, father, mother, legal guardian, sister, brother, mother-in-law, father-in-law, son-in-law, or daughter-in-law. Leave may commence upon notice of the death.

An employee may be granted up to two (2) days or sixteen (16) hours paid Bereavement Leave upon the death of an employee's grandparent, spouse's grandparents, brother-in-law or sister-in-law, which may commence upon notice of the death, at the discretion of the Deputy Director.

An employee may be granted up to one (1) day or eight (8) hours paid Bereavement Leave upon the death of an aunt, uncle, cousin, niece or nephew. Leave may commence upon notice of the death at the discretion of the Deputy Director.

Employee may be granted up to one (1) day or eight (8) hours paid Bereavement Leave for the death of an individual not described above at the discretion of the Deputy Director.

Employees who must attend a family member's funeral that does not fall within the immediate family category and must travel in excess of two hundred (200) miles may be granted paid funeral leave at the discretion of the Deputy Director.