



BEREAVEMENT LEAVE REQUEST

Note: Please check the applicable union contract or County policy for limitations regarding using leave time.



Employee Name: _____ Today's Date _____

Deceased Family Members Name: _____

A. FAMILY MEMBER: Up to five (5) consecutive working days will be granted for attendance and bereavement at the funeral of:

- Spouse Child (related by blood, marriage, adoption) Legal Guardianship Individual
- Father Mother Sister Brother

Requested Dates: _____ **Must include day of funeral or service*

B. FAMILY MEMBER: Up to four (4) consecutive working days will be granted for attendance and bereavement at the funeral of:

- Grandparent Grandchild Current Father-in-law Current Mother-in-law
- Current Son-in-law Current Daughter-in-law

Requested Dates: _____ **Must include day of funeral or service*

C. FAMILY MEMBER: One (1) working day will be granted for attendance and bereavement at the funeral of:

- Aunt Uncle Niece Nephew
- Current Grandparent-in-law Current Sister-in-law Current Brother-in-law

REQUESTED DATE: _____ **Must include day of funeral or service*

I understand that for any other relations not designed above, I may request vacation leave, which use is subject to approval. Any misrepresentation of County-paid leave will be subject to discipline, up to and including termination.

EXTRA DAY: At the discretion of the official/department head or designee, additional day of funeral leave may be granted.

Requested Date: _____ In charge of funeral/service arrangements

Reason for Extra Day Request: _____

- Approved Denied N/A

EXCESSIVE TRAVEL for Group "A" or "B" only (>300 miles to funeral site):

Location of Services: _____

Requested Dates: _____

- Approved Denied N/A

FOR APPROVAL, PROVIDE THIS FORM TO THE OFFICAL/DEPARTMENT HEAD ALONG WITH PROOF OF THE FUNERAL/MEMORIALSERVICE, SUCH AS THE OBITUARY OR WEB LINK TO SERVICE INFORMATION (In their absence, provide to supervisor):

- Approved Denied

Signature of Official/Department Head

Date

*NOTE: A) Provide copy to employee B) Payroll Processing: submit leave hours with applicable pay codes