



# PERSONNEL RULES AND REGULATIONS

<b>RULE 12:</b> <i>Types of Leave</i>	<b>EFFECTIVE:</b> <i>January 1, 2015</i>
<b>REGULATION 5:</b> <i>Bereavement Leave</i>	<b>Pages:</b> <i>1 of 1</i>

## Section 1: Introduction

This Regulation establishes uniform guidelines for providing paid time to employees for absences related to the death of immediate family members.

## Section 2: Provisions

Bereavement Leave must be requested prior to being taken whenever possible. It is understood that it may not be possible to obtain prior approval. Employees shall notify the Department Head of the need to take Bereavement Leave and the number of days needed to be absent from work. Bereavement Leave must contain the day of the funeral or memorial service.

Part-time employees will receive Bereavement Leave paid for the hours that they normally would have been scheduled to work.

Bereavement Leave shall be granted to employees in the following manner:

- A. Up to five (5) work days for the death of a spouse, child (related by blood, marriage, or adoption), individual for whom the employee has legal guardianship, parent, or sibling;
- B. Up to four (4) work days for a grandparent, grandchildren, current parent-in-law, current son-in-law, or current daughter-in-law;
- C. One (1) work day for aunts, uncles, nieces, nephews, and current grandparent-in-laws, current sister-in-law, and current brother-in-law. One (1) additional work day may be granted for these relatives at the discretion of the Department Head.
- D. One (1) additional work day shall be granted when travel of more than 300 miles one-way to attend the funeral and/or memorial service for those relatives listed in A or B above.
- E. Approved Vacation Leave or Compensatory Time may be utilized for funerals and planning arrangements of those individuals not specified above.