

BEREAVEMENT LEAVE

Purpose:

To establish guidelines for paid leave of absence to attend the funeral of one's immediate family, or for the funeral of an individual not included in one's immediate family, but for whom the Chief and/or Assistant Chief has granted special permission to utilize Bereavement Leave.

Scope:

This policy applies to all career (full and part-time) personnel.

Policy:

In the event of a death in one's immediate family, or in the case of a special request granted by the Chief and/or Assistant Chief, an employee may be granted up to 24 hours of paid leave for an in state funeral and up to 48 hours of paid leave for an out of state funeral requiring significant travel time. This paid leave time will not be deducted from an employees leave accrual.

Definition:

For purposes of this policy, "immediate family" will include spouse, father, father-in-law, mother, mother-in-law, step-parent, brother, sister, child, step-child, grandparent, grandchild, or dependent adult or child for whom the employee is the legal guardian.

Guidelines:

The following guidelines will apply to bereavement leave situations:

- A. Bereavement Leave will not be charged against any leave accrual.
- B. The employee's immediate supervisor and either the Chief or Assistant Chief must approve the Bereavement Leave request for an immediate family member.
- C. The Bereavement Leave will be paid at straight time in place of regularly scheduled hours worked.
- D. Bereavement Leave pay will be counted as "hours worked" for purposes of calculating overtime and are to be used in accordance with section C.