

BEREAVEMENT LEAVE

Employees in regular positions shall be entitled to leave which may be used per occurrence for bereavement due to the death of persons in the immediate family. A maximum of three days leave for general employees may be used per occurrence for bereavement due to the death of persons in the immediate family within 200 miles, or any relative living with the employee. For distances beyond 200 miles, an employee may take 4 days bereavement leave. Immediate Family means a spouse, son, daughter, mother, father, sister, brother, mother-in-law, father-in-law, grandparent, grandparent-in-law, brother-in-law, sister-in-law, grandchild, stepson, stepdaughter, foster child, foster parent, in loco parentis, or any relative living with the family. If the death does not fit into the category of immediate family, employees may be considered to receive bereavement leave at the discretion of the employee's immediate supervisor. For all other funerals, employees shall use vacation time or compensation time for funeral leave.

Additional leave may be taken with manager approval from accrued sick days, vacation days, comp time, holiday comp time, or as an unpaid leave of absence. Part-time employees may take up to two (2) days of paid leave for a death in the immediate family.

Bereavement leave itself is not accrued and has no cash value. Employees must complete a Leave Request form to document the leave.