

Bereavement Leave

In the unfortunate event of a death in an employee's immediate family, a leave of up to three (3) days for in-state funerals and up to four (4) days for out-of-state funerals will be granted with full pay in order to attend a funeral or handle other affairs in connection with the death. These days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed.

For the purpose, "**immediate family**" is defined as:

- Spouse or Partner
- Child
- Stepchild
- Parents (including in-laws), Stepparents
- Siblings, Stepsiblings
- Grandparents (including In-laws)
- Grandchildren

Should an employee wish to take time off for a non-immediate family member to attend a funeral or handle other affairs in connection with the death, time will be deducted from their existing paid time off accruals. In the event the employee has extinguished all paid time off accruals, then the time off would be considered unpaid time.

Pay for bereavement leave is computed at the regular hourly rate to a maximum of eight hours for one day. Time off granted in accordance with this policy will not be credited as time worked for the purpose of computing overtime.

Leave with pay must be arranged with the supervisor and the relationship to the person who has passed away should be specified on the Employee Action Form (EAF) submitted for bereavement leave. Employees may be requested to provide a publication (i.e. death certificate, funeral notice, newspaper obituary) to accompany payroll.

Employees should make their Supervisor/ Manager aware of their situation. In turn, the Supervisor/Manager should notify the Office Manager of the reason and anticipated length of the employee's absence.

The District recognizes that this policy does not cover every situation and that the time as indicated above may not be sufficient to fulfill all necessary bereavement obligations. For this reason employees, may with the approval of their supervisor utilize any other accrued paid time off they may have to supplement their bereavement time. If the employee is out of time and needs additional time off, he or she with the approval of their supervisor will be placed on unpaid leave until they return.