



## BEREAVEMENT POLICY

### OVERVIEW

The bureau recognizes that deaths may occur in an employee's family which make it necessary for the employee to take unplanned time away from his or her employment with the Bureau. This policy establishes guidelines for such absences.

Bereavement leave is paid leave that is not deducted from the employee's banks of other forms of leave. It may be authorized for travel to and attendance at a funeral of family members. Additional days may be used from the employee's leave banks (except sick time), with the approval of the employee's supervisor.

In the event of the death of an immediate family member, an employee may request up to five days of Bereavement leave as necessary to arrange for and attend the funeral. "Immediate family" is defined as the employee's spouse or domestic partner, parent, step-parent, sibling, child, step-child, or immediate dependent. "Domestic Partner" is defined as an unrelated and unmarried person who shares common living quarters with an employee and lives in a committed, intimate relationship that is not legally defined as marriage. "Immediate dependent" is defined as a person over whom you have legal custody or guardianship.

An employee may request up to three days of Bereavement leave as necessary to attend the funeral for an extended family member. "Extended family" is defined as the employee's mother-in-law, father-in-law (including domestic partner's parents), grandparent, grandchild, step-grandparent, grandparent-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt, uncle, niece or nephew.

### PROCEDURE

The employee must contact his or her supervisor as soon as possible to notify the supervisor of the request for Bereavement leave. A leave form must be completed to document the Bereavement leave, and shall include any additional leave time requested.

Employees taking Bereavement leave must note their time in the City's payroll system as earnings code BEREAVEMENT LEAVE.