

City of Irving Policies and Procedures

Bereavement Leave

POLICY

The City of Irving realizes that a death in an employee's immediate family is a time of sorrow. In order to ease financial concerns during this difficult time, the City provides paid bereavement leave in the event of an immediate family member's death.

PROCEDURE

Absences of up to three working days may be granted to regular full time, non-fire shift employees as bereavement leave in the event of an immediate family member's death. Regular fire shift employees may be granted up to 36 hours of bereavement leave in such a situation. Department directors may, in consultation with Human Resources, exceed three consecutive working days of bereavement leave in situations where more than one family member dies simultaneously.

Bereavement leave must be taken within ten working days of the death for which the leave is requested. Bereavement leave hours are paid at the employee's regular rate of pay. Bereavement leave is not considered hours worked for purposes of calculating overtime.

If bereavement leave occurs during an official city holiday, the employee will use holiday time and cannot bank the holiday. Additional paid time off related to the death of an immediate family member requires the employee to request and be approved for use of accrued holiday, compensatory, personal or vacation time. If the employee has no additional accrued paid leave available, a Department Director may approve time off without pay in accordance with the City's leave without pay policies.

Upon returning to work after bereavement leave, an employee must record the absence as bereavement leave on the official time record. Proof of death and relationship to the deceased may be required. Generally, a death notice or obituary from a newspaper or the funeral home suffices for this record keeping requirement. The employee's department will keep this documentation within department files for audit purposes should the need arise.

DEFINITIONS

Immediate Family Member: An employee's spouse, parent (including a person who stood in loco parentis to the employee), step-parent, sibling, child (including a person who the employee stood in loco parentis to), step-child, grandparent, aunt, uncle, step-grandparent, father-in-law, mother-in-law, brother-law, sister-in-law, niece, nephew, daughter-in law, son-in-law, grandparent-in-law, grandchild

Official Time Record: The time sheet that is submitted and approved by the Department Director and is turned into Human Resources for payroll purposes.