



## Personnel Policy

Bereavement Leave

**Control Number**

HR052

**Policy Date**

03/10/2025

**Revision Date**

New

### **Purpose**

To provide paid leave for employees for absences due to death in the family.

### **Scope**

All regular, full time employees and budgeted thirty-two (32) hour employees.

### **General Statement**

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family.

### **Policy Requirements**

- Immediate family includes: spouse, parent, child, sibling, grandparent, grandchild, and combinations of half, step, in-law, or legal guardianship derived from this group.
- Employees are allowed up to three (3) days to cover their scheduled work time, within a seven (7) day period of the event, for the death of an immediate family member in order to handle family affairs and/or attend the funeral, memorial, burial, or other related events.
- Should additional time off be required, employees may request leave through other leave policies or accrued compensatory time. Such requests must be approved by the Department Head and/or County Manager.
- Department Heads may require documentation to verify any questionable use of bereavement leave.

Any questions or further guidance for policy interpretation and implementation should be directed to the Human Resources Director.

### **Disciplinary Action**

An employee found to have violated this policy may be subject to disciplinary action, up to and including, termination.

### **Reference**

New Policy