



## 709 - FUNERAL/BEREAVEMENT LEAVE

### I. GENERAL

The City will provide paid funeral/bereavement leave to regular full-time employees in the event of the death of the employee's immediate family member subject to the guidelines stated below.

Immediate family, for purposes of this policy, is defined as spouse, parent, child, sibling, grandparent, and grandchild including step, foster and in-law relationships. This policy will also cover any member of the employee's immediate household and any person for whom the employee or the employee's spouse has the primary care responsibility.

For the purpose of this section, a "work day" is defined as the employee's regularly scheduled hours.

### II. GENERAL PROVISIONS

- A. Three (3) work days (up to two consecutive twenty-four (24) hour shifts for Fire employees) is the standard amount of funeral/bereavement leave to be approved. An additional two days (up to five (5) days maximum, or three consecutive twenty-four hour shifts for Fire employees) may be approved by the department head under extenuating circumstances (ex.: out of state travel, emergency delays, or similar circumstances).
- B. Funeral/bereavement leave should be used within ten (10) calendar days of the death or when the employee is notified of the death. Exceptions to the ten (10) calendar-day period, necessitated by special arrangements for the deceased, may be approved by the department director.
- C. If additional time is requested, accrued paid personal leave, compensatory time, or leave without pay may be used with the approval of the immediate supervisor.
- D. With prior department director approval, up to four (4) hours of bereavement leave may also be granted to full-time employees to attend the funeral or similar services of a former or current City employee as long as granting such leave does not cause undue hardship to the department's operations.

*Supersedes/Amends: 709, 06/01/97*

Approved:

City Manager