

### **3.6(4): Bereavement/Funeral Leave**

This policy applies to employees eligible for annual and sick leave.

#### **POLICIES AND PROCEDURES**

At the discretion of department directors, employees may be granted leave with pay, as necessary, up to forty (40) working hours, in the event of the death of any of the following employee relatives, including in-law and step-relationships: spouse, civil union or domestic partner, parent(s), child(ren), sibling(s), grandparent(s), grandchild(ren), aunts, uncles, nieces, and nephews. Employees may be granted leave for other family members if either the employee or the deceased were the primary care provider or guardian to the other.

At the discretion of department directors, employees may be granted leave with pay to attend the funeral of another County employee.

All bereavement leave is subject to prior approval by department directors. Department directors may ask for documentation of the need for leave. Leave taken in excess of the above limits must be charged to other accrued leaves, as applicable, or may be considered unapproved leave without pay.