

Bereavement Leave Policy

1.0 POLICY STATEMENT: Regular attendance of each employee is vital to the day to day operations of the City. However, the City recognizes that a death of an immediate family member can affect each of us. For this reason, the City provides paid bereavement leave to eligible employees.

2.0 PROCEDURES: Eligible full-time employees will be granted up to three (3) days of paid leave in the event of the death of a member of their immediate family. Immediate family in this policy includes spouse, domestic partner, child, stepchild, grandchild, parent, stepparent, grandparents, parent-in-law, brother or sister, and brother-in-law or sister-in-law, or a close blood relative living in the same residence with the employee.

2.1 *Requesting Bereavement Leave* - An employee who is absent from work because of the death of an immediate family member and requests paid bereavement leave is responsible for notifying his/her immediate supervisor or department head as soon as possible, prior to the designated time for reporting to work on the day of absence(s). In the event the employee fails to comply with these provisions, the employee may be charged with leave without pay.

APPROVED:

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City Manager