

Bereavement Leave

[*Owner: Office of Human Resources*]

Full-time employees are entitled to up to five (5) days of paid bereavement leave to arrange for and attend the funeral of a parent, spouse, or child of the employee. Full-time employees are entitled to up to two (2) days of paid bereavement leave to arrange for and attend the funeral of a brother, sister, grandparent, mother-in-law or father-in-law of the employee or of a relative of the employee living in the employee's household. To attend funeral services for any other relative or friend, the employee is to use a vacation day.

Employees are not entitled to paid bereavement leave if they are concurrently receiving another form of compensation such as worker's compensation or disability benefits. Additionally, employees are not entitled to paid bereavement leave if they do not miss work (*e.g.*, an out-of-state funeral that the employee does not attend or a funeral occurring on non-work days or during an unpaid leave of absence).

Extensions of bereavement leave under extenuating circumstances may be requested to the Director and approved by the Director of Human Resources.

Bereavement Leave is considered paid time off leave and a non-productive paid time. This time is not counted as actual work time for the purposes of overtime pay.

