

808.11 SUBJECT: BEREAVEMENT LEAVE

:1 OBJECTIVE:

Provide a policy for leave with pay when a death in family occurs.

:2 AUTHORITY:

This policy amended by City Council December 11, 2017, Item A-4.

:3 DIRECTION:

Human Resources Division Manager, as an appointed official, serves at the pleasure of the Mayor, and receives direction through the Chief Administrative Officer (CAO) or designee.

:4 POLICY:

A. Should a “qualifying death” occur:

1. The employee may be granted, upon request, up to five (5) days off with pay, not chargeable to personal leave. Time in excess of five (5) days may be granted by the Department Head and charged to the employee's accrued leave, with the exception of sick leave.
2. The maximum five (5) paid workdays will start at the employee's option on the day of death or the day following the day of death. In the event the funeral is not conducted during the aforementioned period and provided the employee did not use any Bereavement Leave or used less than five (5) days of Bereavement Leave, the employee will be allowed to use the remaining balance of Bereavement Leave to attend the funeral. The employee may be asked to provide satisfactory proof of death or funeral notification of immediate family member.
3. Employees will be paid at straight time for all hours taken as paid bereavement leave under this policy. Bereavement leave hours will not be treated as hours worked in calculating overtime. If a holiday occurs while an employee is on Bereavement Leave, the employee will receive compensation for the holiday only. Bereavement Leave will not be extended due to the holiday.
4. A “qualifying death” for the purpose of this policy is defined to mean the death of:
 - a) The employee's: spouse, child, mother, father, brother, sister, grandparent, grandchild, stepmother, stepfather, half sister, half brother, stepbrother, stepsister, legal guardian or ward; and
 - b) The employee's spouse's: mother, father, child, grandparent, or grandchild.

- B. Should an employee desire to attend the funeral of person not listed above, the Department Head may permit such attendance and charge such time as excused absence without pay or to the employee's accrued personal leave, managerial leave, floaters or compensatory time. The Department Head may deny the time off if work schedules will be adversely affected.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Adopted by City Council June 23, 1975, Item 20; amended November 24, 1975, Item 32; re-numbered from 708.11 to 808.11 and amended by City Council February 3, 1986, Item 10, A-3; amended June 21, 1993, Item 2-P; amended March 11, 1996, Item 3 KK; amended April 3, 2000, Item 2PPP; amended May 22, 2000, Item 8-ZZ; amended July 28, 2003, Item A4; amended September 15, 2003; re-formatted April 2004; amended April 27, 2009, Item A-9; amended December 9, 2013, Item A-5; amended December 11, 2017, Item A-4.

:8 EFFECTIVE DATE:

This procedure effect effective, December 11, 2017.