



#### **4-4 POLICY ON BEREAVEMENT LEAVE**

Upon request, regular, full-time employees may be granted up to three (3) days of leave with pay to make arrangements for and attend funeral services of an employee's immediate family member. An immediate family is defined as an employee's Mother (in-law), Father (in-law), Sister (in-law), Brother (in-law) Grandmother, Grandfather, (step) Child (in-law).

If more than three (3) days are requested, or if time-off is desired upon the deaths of persons other than those listed above, such time may be charged as vacation leave or personal leave.

This paid leave is only available to employees for actual time spent away from work for a funeral or its arrangements. For example, if a family death occurs at a time when the employee is not scheduled to work, that employee is not eligible for bereavement pay.

Adopted on:

Revised on: October 2016

November 2021

4836-8672-3129, v. 1