

Bereavement Leave

An employee may be granted up to three (3) additional paid days of Bereavement Leave for the death of an immediate family member as defined in sick leave. Bereavement Leave is not transferrable or accruable and must be used within thirty (30) calendar days of the death. Application shall be made to the immediate supervisor in advance whenever possible. Employees must provide a copy of the obituary, funeral notice, or other satisfactory document attached to the Employee Application for Leave Form. Details about the family member's relationship may be required. Two (2) additional paid days of Bereavement Leave may be granted when the family member resided out of state.