



**POLICY: 2.16**

Policy Owner: Director of Human Resources

Origination Date:

Last Revised Date: 1/4/2010

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## **Bereavement**

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### **POLICY STATEMENT**

Regular full-time employees, upon giving proper notice to the appropriate supervisor, will be granted up to five consecutive work days of leave, with full pay, in the event of a death of a member of the employee's immediate family. Immediate family, for the purposes of this policy, refers to spouse, child, grandchild, parent, grandparent, sister, brother, and corresponding relatives of the employee's spouse.

It is the employee's responsibility to accurately report the days he/she did not work for which bereavement days are requested.

Bereavement leave is not charged to any accrued leave.

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### **POLICY HISTORY**

Formerly Policy 2.3.12, Adopted 1/4/12; Renumbered to Policy 2.16 & Revised 1/4/17

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