

CITY OF COMMERCE ADMINISTRATIVE POLICIES

BEREAVEMENT LEAVE

1.0 PURPOSE

To establish guidelines for the use of Bereavement leave due to death in the employee's immediate family.

2.0 POLICY

- 2.1 A regular full-time or regular part-time employee who has a member of his immediate family taken by death will receive up to three (3) days (24 hours) off annually with pay as bereavement leave to arrange and/or attend funeral activities.
- 2.2 If additional time is necessary, it will be taken as vacation or unpaid leave, if vacation has been exhausted, with authorization by the Department Head.
- 2.3 Time for attendance at funeral of others may be granted without pay or made up within the same work week.
- 2.4 The employee must notify his/her Department Head (Absence Report form) upon making determination to take time off for bereavement leave.
- 2.5 Employees who fail to return to work on the date specified to the Department Head without receiving an extension are subject to disciplinary action up to and including termination.

3.0 DEFINITION

- 3.1 Immediate family. Immediate family is defined as: spouse, children, step-children, brother, sister, parents, grandparents, grandchildren, mother/father-in-law, brother/sister-in-law, daughter/son-in-law, aunts, uncles, nieces and nephews. Other relatives living in the same household will be considered immediate family.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in black ink, appearing to read "Roger M. Kinney", is written over a horizontal line.

Bereave.adp