



Department: Human Resources

Last Updated: September 1, 2025

Paid Bereavement Leave

Policy Statement

CEO recognizes the impact of personal loss on employee's wellbeing when coping with a death of a family member or significant person.

In the event of the death covered by this policy, paid bereavement leave is available to eligible employees who may need to take time off to grieve the loss of a loved one.

Eligibility

- Upon hire, all Full-time and Part-time regular employees are eligible for paid bereavement leave due to the death of an immediate family member as defined below.
- For purposes of this policy, immediate family members include the following:

Spouse/Domestic Partner**	Parent/Stepparent
Grandparent/Grandchild	Mother/Father-in-law
Child/legal Stepchild	Sibling/in-law
Daughter/Son-in-law	Domestic Partner

***For purposes of this policy, Domestic Partner refers to those who reside together and are financially and emotionally interdependent in a manner commonly presumed of spouses.*

- A regular employee may request approval to utilize other available paid leave to attend the funeral services of a family member or significant person that is not covered by paid bereavement leave.



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- Substitute or temporary employees are not eligible for paid bereavement leave.

Procedure

1. An employee who needs bereavement leave will be responsible for following the absence notification procedure established by their immediate supervisor.
2. Timely notification is strongly encouraged and should include the expected duration of their absence. If the duration is unknown at the time of notification, an employee is responsible for contacting their supervisor daily unless otherwise approved.
3. Employees will be granted up to three consecutive days of paid bereavement leave per instance and a total of six days during any 12-month period.
4. In special circumstances where bereavement days cannot be taken consecutively (i.e., a delayed burial due to winter or out-of-town services) an employee should reach out to the Human Resources department for a consecutive day bereavement waiver approval.
5. An employee may request approval to utilize PTO or Sick Leave to extend bereavement leave.
6. The Agency reserves the right to request verification of the need for bereavement leave.
7. Bereavement pay is calculated based on the employees' rate of pay at the time of the absence and the number of hours they would have been scheduled to work. Bereavement pay is not used in the calculation of overtime.
8. CEO is committed to working collaboratively to address individual needs during



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an employee's time of loss and the grieving process, this may include temporary accommodation of a work schedule if possible or a leave of absence.

9. Employees are strongly encouraged to maintain open communication and discuss the situation with their supervisor and Human Resources.
10. Questions or concerns regarding this policy should be directed to the Human Resources Department.