

## **5.8 BEREAVEMENT LEAVE**

Leave with pay to grieve and/or attend the funeral of a member of an employee's immediate family, or other family members living in the employee's household, will be granted to probationary, regular and limited duration full-time employees.

The paid leave will not exceed three days for any single bereavement. Bereavement leave will not be charged to leave benefits unless the leave requirement is for more than three days per calendar year. In that event, and if eligible, the employee may elect to charge such leave to either personal or annual leave.

For purposes of this leave, immediate family includes employee's spouse, mother, step-mother, father, step-father, spouse's mother, spouse's father, son, step-son, daughter, step-daughter, brother, sister, grandparents and grandchildren.

Should additional bereavement leave be needed to plan and prepare arrangements for the funeral of an employee's immediate family member who has died, additional time away from work may be requested by the employee, and such may be authorized on a case-by-case basis at the discretion of the department director.