

3 - EMPLOYEE BENEFITS

3.9 - Bereavement Leave for full-time regular employees

Revised: July 1, 2007

In the event of a death in an employee's immediate family, a full-time regular employee will be granted a paid bereavement leave of up to 24 consecutive working hours in accordance with the following provision:

1. The employee's immediate family is defined as parent, parent-in-law, stepparent, grandparent, grandparent-in-law, spouse, child, stepchild, grandchild, brother, brother-in-law, stepbrother, half brother, sister, sister-in-law, stepsister, and half sister.
2. To qualify for the leave, the employee must notify the Department Director or Division Manager, take the time off, and attend the funeral.
3. The employee shall be paid on the basis of the employee's regular straight hourly pay rate for the period of the bereavement leave.
4. An employee who must travel 250 miles or more each way to a funeral may be granted two extra days of leave to attend the funeral. These two extra days will be charged against the employee's sick leave allowance.