

Bereavement Leave

In the event of the death of an employee's immediate family member, upon request and with proper notification of the need for such leave, the employee shall be excused from work, if the employee was scheduled to work, with pay at the employee's request. The following chart outlines number of days available for paid leave and what constitutes an immediate family member:

| Contract | Family Members | Number of Days Available |
|---|---|--|
| White Collar | spouse/domestic partner; parent (including stepparents, parents of domestic partner, and mother/father-in-law); child (including stepchild, foster child, and children of domestic partner); sibling (including step-siblings and brother/sister-in-law), grandparent, grandchild, or any relative that is an actual member of employee's household | Up to four (4) days within the thirty (30) day period following the employee's receipt of notification of a qualifying death. Bereavement days need not be used consecutively, but must be used within the aforementioned time period. One (1) of the four days may be used at a later date, outside of the aforementioned 30-day period, for interment. |
| Blue Collar (Upon ratification of the contract for period 2018-2020) | spouse/domestic partner; parent (including stepparents, parents of domestic partner, and mother/father-in-law); child (including stepchild, foster child, and children of domestic partner); sibling (including step-siblings and brother/sister-in-law), grandparent, grandchild, or any relative that is an actual member of employee's household | Up to four (4) days within the thirty (30) day period following the employee's receipt of notification of a qualifying death. Bereavement days need not be used consecutively, but must be used within the aforementioned time period. One (1) of the four days may be used at a later date, outside of the aforementioned 30-day period, for interment. |
| Road Patrol | spouse/domestic partner, son, daughter, mother, father, stepmother, stepfather, stepchild, brother, sister, grandparents, grandchild, or spouse/domestic partner's mother, father or children), | The next three working days off following the death of a family member. Fourth day if interment takes place at a later time. |
| Corrections | spouse/domestic partner; parent (including step-parents, parents of domestic partner, and mother/father-in-law); child (including stepchild, foster child, and children of domestic partner); sibling (including step-siblings, and brother/sister-in-law), grandparent, grandchild, or any relative that is an actual member of employee's household * | Up to four days within thirty (30) days of the employee's receipt of notification of a qualifying death. Days must be used consecutively One day of the four may be retained for later interment. |

**Written documentation may be requested to verify residency of other household members.*

Please refer to your collective bargaining agreement regarding leave related to family members not listed above and other situations that might arise relating to bereavement.

Compensation shall be at the employee's regular hourly rate, exclusive of any shift differential, and shall not exceed the standard hours for that department.

White collar, Blue collar and Corrections bereavement leave, where special circumstances exist, which prohibits use of a fourth day within the 30-day period following the death of an immediate family member, may request to the County Commissioner of Human Resources and the Department Head for other accommodations, and they shall have sole authority to grant an exception, and the decision shall not be precedent setting, nor subject to any grievance and arbitration procedure.

Blue Collar and Road Patrol bereavement leave shall constitute "hours worked" in the calculation of overtime within the week. Compensation shall be at the employee's regular hourly rate, exclusive of any shift differential, and shall not exceed the standard hours for that department

A statement covering the absence (form provided by the Human Resources Department) must be signed and returned to the Human Resources Department within two days of the employee's return to work.

This outline of benefits includes excerpts from each collective bargaining agreement and may not represent the entire bereavement practice for each collective bargaining unit. Should any discrepancies arise out of this summary, the language in the collective bargaining agreement takes precedent.

July 5, 2018