

HUMAN RESOURCES MEMORANDUM 21-001		DATE ISSUED: 1/11/2021
SUBJECT: BEREAVEMENT LEAVE POLICY		REFERENCE: None
TO: All DGS Employees		SUPERCEDES: <i>HR Memo 20-001</i>

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to inform all DGS employees of the recent update to [DGS Bereavement Leave Policy](#).

Reporting Bereavement Leave

Effective immediately, employees are required to notate in the Project Accounting and Leave (PAL) comment section the employee's relationship to the decedent.

A chart was developed to provide guidance to employees/supervisors on the definition of eligible family members; however, employees are encouraged to check their [bargaining unit \(BU\) contracts](#) for allowed time off and eligible family members. For bargaining units with an existing MOU, if the MOU contains bereavement leave language that is in conflict with this chart, the MOU language shall be controlling.

Substantiation

Government Code section 19859.3 requires excluded employees to provide substantiation for bereavement leave requests. Substantiation may include, but is not limited to, a written and signed statement from the employee that states the relationship to the deceased and the date of death, or a copy of an obituary or funeral pamphlet if the employee and the relationship is listed. If an excluded employee does not provide substantiation, time off will not be documented as bereavement leave and the employee will use other available leave credits.

For represented employees, refer to the applicable MOU to determine if substantiation may be requested. If the MOU allows departments to request substantiation, employees shall, if requested, provide substantiation of the eligible family member's passing which may include, but is not limited to, a written and signed statement from the employee that states the relationship to the deceased and the date of death, or a copy of an obituary or funeral pamphlet if the employee and the relationship is listed, to support the use of bereavement leave.

Questions

Questions regarding these changes should be directed to your assigned Attendance Clerk or Employee Resource Liaison.

AMY APPLGATE, Personnel Officer
Office of Human Resources

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