

## SUBJECT: BEREAVEMENT LEAVE

### REPRESENTED EMPLOYEES

Bereavement leave allows for up to three (3) eight-hour days (24 hours) per occurrence or three (3) eight-hour days (24 hours) in a fiscal year based on the family member.

The following chart describes the family member and bereavement leave allowed per bargaining unit.

Bargaining Unit	Eligible family member - three (3) eight-hour days (24 hours) per occurrence	Eligible family member - three (3) eight-hour days (24 hours) in a fiscal year
1, 4, 11, 14, 15	<ul style="list-style-type: none"> <li>• Parent</li> <li>• Stepparent</li> <li>• Spouse</li> <li>• Domestic Partner</li> <li>• Child</li> <li>• Grandchild</li> <li>• Grandparent</li> <li>• Brother</li> <li>• Sister</li> <li>• Stepchild</li> <li>• Mother-in-Law</li> <li>• Father-in-Law</li> <li>• Daughter-in-Law</li> <li>• Son-in-Law</li> <li>• Sister-in-Law</li> <li>• Brother-in-Law</li> <li>• any person residing in the immediate household</li> </ul>	<ul style="list-style-type: none"> <li>• Aunt</li> <li>• Uncle</li> <li>• Niece</li> <li>• Nephew</li> <li>• immediate family members of Domestic Partners</li> </ul>
2	<ul style="list-style-type: none"> <li>• Parent</li> <li>• Stepparent</li> <li>• Spouse</li> <li>• Domestic Partner</li> <li>• Child</li> <li>• Sister</li> <li>• Brother</li> <li>• Stepchild</li> <li>• any person residing in the immediate household</li> </ul>	<ul style="list-style-type: none"> <li>• Grandchild</li> <li>• Grandparent</li> <li>• Aunt</li> <li>• Uncle</li> <li>• Niece</li> <li>• Nephew</li> <li>• Mother-in-Law</li> <li>• Father-in-Law</li> <li>• Daughter-in-Law</li> <li>• Son-in-Law</li> <li>• Sister-in-Law</li> <li>• Brother-in-Law</li> <li>• immediate family member</li> </ul>
7	<ul style="list-style-type: none"> <li>• Parent</li> <li>• Stepparent</li> <li>• Spouse</li> <li>• Domestic Partner</li> </ul>	<ul style="list-style-type: none"> <li>• Grandchild</li> <li>• Grandparent</li> <li>• Aunt</li> <li>• Uncle</li> </ul>

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**PERSONNEL OPERATIONS MANUAL**

Bargaining Unit	Eligible family member - three (3) eight-hour days (24 hours) per occurrence	Eligible family member - three (3) eight-hour days (24 hours) in a fiscal year
	<ul style="list-style-type: none"> <li>• Child</li> <li>• Sister</li> <li>• Brother</li> <li>• Stepchild</li> <li>• any person residing in the immediate household.</li> </ul>	<ul style="list-style-type: none"> <li>• Niece</li> <li>• Nephew</li> <li>• Mother-in-Law</li> <li>• Father-in-Law</li> <li>• Daughter-in-Law</li> <li>• Son-in-Law</li> <li>• Sister-in-Law</li> <li>• Brother-in-Law</li> <li>• immediate family member</li> </ul>
9	<ul style="list-style-type: none"> <li>• Parent</li> <li>• Stepparent</li> <li>• Spouse</li> <li>• Domestic Partner</li> <li>• Child</li> <li>• Adopted Child</li> <li>• Stepchild</li> <li>• Sister</li> <li>• Brother</li> <li>• any person residing in the immediate household</li> </ul>	<ul style="list-style-type: none"> <li>• Grandchild</li> <li>• Grandparent</li> <li>• Aunt</li> <li>• Uncle</li> <li>• Niece</li> <li>• Nephew</li> <li>• Mother-in-Law</li> <li>• Father-in-Law</li> <li>• Daughter-in-Law</li> <li>• Son-in-Law</li> <li>• Sister-in-Law</li> <li>• Brother-in-Law</li> <li>• immediate family member</li> </ul>
10	<ul style="list-style-type: none"> <li>• Parent</li> <li>• Stepparent</li> <li>• Spouse</li> <li>• Domestic Partner</li> <li>• Child</li> <li>• Stepchild</li> <li>• Sister</li> <li>• Brother</li> <li>• any person residing in the immediate household</li> </ul>	<ul style="list-style-type: none"> <li>• Grandchild</li> <li>• Grandparent</li> <li>• Aunt</li> <li>• Uncle</li> <li>• Niece</li> <li>• Nephew</li> <li>• Mother-in-Law</li> <li>• Father-in-Law</li> <li>• Daughter-in-Law</li> <li>• Son-in-Law</li> <li>• Sister-in-Law</li> <li>• Brother-in-Law</li> </ul>
12	<ul style="list-style-type: none"> <li>• Parent</li> <li>• Stepparent</li> <li>• Spouse</li> <li>• Child</li> <li>• Grandchild</li> <li>• Grandparent</li> <li>• Brother</li> <li>• Sister</li> <li>• Step Child</li> </ul>	<ul style="list-style-type: none"> <li>• Aunt</li> <li>• Uncle</li> <li>• Niece</li> <li>• Nephew</li> <li>• Mother-in-Law</li> <li>• Father-in-Law</li> <li>• Daughter-in-Law</li> <li>• Son-in-Law</li> <li>• Sister-in-Law</li> </ul>

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**PERSONNEL OPERATIONS MANUAL**

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	<ul style="list-style-type: none"> <li>• Adopted Child</li> <li>• any person residing in the immediate household</li> </ul>	<ul style="list-style-type: none"> <li>• Brother-in-Law</li> </ul>
13	<ul style="list-style-type: none"> <li>• Parent</li> <li>• Stepparent</li> <li>• Spouse</li> <li>• Child</li> <li>• Grandchild</li> <li>• Grandparent</li> <li>• Brother</li> <li>• Sister</li> <li>• Step Child</li> <li>• Adopted Child</li> <li>• any person residing in the immediate household</li> </ul>	<ul style="list-style-type: none"> <li>• Aunt</li> <li>• Uncle</li> <li>• Niece</li> <li>• Nephew</li> <li>• Mother-in-Law</li> <li>• Father-in-Law</li> <li>• Daughter-in-Law</li> <li>• Son-in-Law</li> <li>• Sister-in-Law</li> <li>• Brother-in-Law</li> </ul>
19	<ul style="list-style-type: none"> <li>• Parent</li> <li>• Stepparent</li> <li>• Spouse</li> <li>• Domestic Partner</li> <li>• Child</li> <li>• Stepchild</li> <li>• Adopted Child</li> <li>• any person residing in the immediate household</li> </ul>	<ul style="list-style-type: none"> <li>• Grandchild</li> <li>• Grandparent</li> <li>• Brother</li> <li>• Sister</li> <li>• Aunt</li> <li>• Uncle</li> <li>• Niece</li> <li>• Nephew</li> <li>• Mother-in-Law</li> <li>• Father-in-Law</li> <li>• Daughter-in-Law</li> <li>• Son-in-Law</li> <li>• Sister-in-Law</li> <li>• Brother-in-Law</li> <li>• immediate family members of Domestic Partner</li> </ul>

For all represented employees, if the death requires the employee to travel over four hundred (400) miles one way from his/her home, additional time off with pay shall be granted for two (2) additional days which shall be deducted from accrued leave.

Should additional leave be necessary, the department head or designee may authorize the use of other existing leave credits or authorized leave without pay.

**EXCLUDED EMPLOYEES**

Excluded employees are allowed three (3) eight-hour days (24 hours) per occurrence.

Eligible members include the death of any person related by blood, adoption, marriage or any person residing in the immediate household.

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If the death occurs outside this state, a request for two additional days of bereavement leave shall be granted, at the option of the employee, as either without pay or as a charge against any accrued sick leave credit.

If additional bereavement leave is necessary, the employee may use accrued vacation, compensating time off, or take an authorized leave without pay, subject to the approval of the appointing power.