

3 - EMPLOYEE BENEFITS

3.9 - Bereavement Leave for full-time regular employees

Revised: July 1, 2007
July 2025

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

1. 40 consecutive working hours will be granted for a parent, parent-in-law, stepparent, spouse, child or step child.
2. 24 consecutive hours will be granted for a grandparent, grandparent-in-law, grandchild, brother, brother-in-law, stepbrother, half brother, sister, sister-in-law, stepsister, and half sister
3. 8 hours for Aunt, Uncles, nieces and nephews.
4. To qualify for the leave, the employee must notify the Department Director or Division Manager and take the time off.
5. The employee shall be paid on the basis of the employee's regular straight hourly pay rate for the period of the bereavement leave.
6. 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.