

Bereavement Leave

Section 5.2

PURPOSE

To establish a policy and procedure for the use of bereavement leave. In the event of a conflict between this policy and the memorandum of understanding (“MOU”) between an employee’s union and the City, the terms of the MOU will control. . All full-time benefited employees are eligible for bereavement leave under this policy.

POLICY

When an eligible employee intends to be absent from work due to the death, or imminent death, of a qualifying relative, as defined below, the employee shall be entitled to use bereavement leave. While on approved bereavement leave, an employee will receive full pay in accordance with the provisions of the applicable MOU.

As soon as the need for a bereavement leave is known, the employee or someone on his/her behalf must notify the employee’s immediate supervisor.

The employee is responsible for certifying his/her need for the use of bereavement leave on the *Request for Bereavement Leave Form*.

Each eligible employee shall be granted bereavement leave, consistent with applicable MOU/Employment Agreement provisions, to attend to the customary obligations arising from the death, or imminent death, of any of the following relatives of the employee or employees spouse/registered domestic partner:

- Spouse
- Registered Domestic Partner
- Child(ren), including grandchildren
- Parents
- Siblings
- Grandparents
- Step and in-law relationships of the same categories listed above

OPERATIONAL PROCEDURES:

Employee	<p>Notify immediate supervisor of need for bereavement leave, relationship of deceased to employee and dates of leave.</p> <p>Submit completed <i>Request for Bereavement Leave Form</i> to immediate supervisor.</p>
Supervisor	<p>Verify bereavement leave usage is in accordance with the benefits listed this policy and any applicable MOU. Submit approval.</p>
Finance / Payroll	<p>Verify bereavement leave usage in accordance with this policy and any applicable MOU. Ensure payroll reflects bereavement leave.</p>