

BEREAVEMENT LEAVE

Employees shall be granted five (5) consecutive days of leave upon the death of the employee's spouse, domestic partner, parent, or child. Three (3) consecutive days of leave shall be granted to employees upon death of the employee's grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, father-in-law, or mother-in-law. Full-time employees will receive pay for scheduled work days during the bereavement leave period. Part-time employees will be granted bereavement leave without pay.

Employees who feel the need to take time beyond the bereavement leave period, or who feel the need to take time off as a result of the death of an individual not defined in this policy, may petition his or her Department Head to use accrued vacation or personal time, or take leave without pay. The number of consecutive days off under this circumstance shall not exceed five (5) days.

Employees are expected to provide reasonable notice of absence, including anticipated date of return.

The Library reserves the right to require proof of the employee's relationship to the deceased.

Latest Revision: June 27, 2005
Originally Adopted: June 28, 1999 (Emergency Leave – Death in Family)