EMPLOYEE HANDBOOK

BEREAVEMENT LEAVE

Board Policy:

The Library permits all employees to be absent from work on an authorized, short-term basis due to the death of a "family member," as defined below.

Administrative Procedure:

A. Bereavement leave allowances are as follows:

One Day	Three Days	Five Days
Aunt, uncle, niece, nephew, or cousin	Grandparent or grandchild; parent or sibling of a spouse or domestic partner; son-in-law or daughter-in-law (i.e. spouse of child)	Parent, sibling, child (including step relations and child of domestic partner), spouse or domestic partner

B. Days off must be consecutive calendar days. Depending upon the full or part-time schedule of the employee, the consecutive calendar days may or may not coincide with the same number of scheduled work days. The employee will be paid for the full number of scheduled work days that fall within the allotted five or three consecutive calendar days (listed in "A" above).

C. Employees who had scheduled Paid Time Off (PTO) during the Bereavement Leave may substitute Bereavement Leave for the scheduled PTO. Bereavement Leave hours will not count toward overtime. Bereavement Leave will not be deducted from the employee's PTO bank. The Library will strive to accommodate additional leave as needed through use of PTO or schedule changes.

D. Employees should contact their immediate supervisor as soon as possible but no later than the beginning of the first day of absence due to Bereavement Leave requested. An employee must specify the relationship of the deceased and the number of days off. Proof of the death and relationship may be requested.

E. Absence for bereavement will not be utilized in determining

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unscheduled absence/poor attendance records.

F. Absence for bereavement will be noted as such on time records.

Related Policies/Forms:
- Time Record