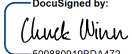




**Policy:** Bereavement Leave  
**Effective Date:** July 25, 2024 (*replaces Bereavement Leave policy on pg. 40 of 2017 Employee Handbook*)  
**Revised:**  
**Approved by City Manager:** 

## BEREAVEMENT LEAVE

Bereavement leave is a form of paid leave available to employees who lose family members. For the purposes of bereavement leave, "family member" means a parent, guardian, spouse or domestic partner, child, sibling, grandparent, or grandchild, and equivalent in-laws or stepfamily members. Bereavement leave is available for up to eighty (80) hours for full-time employees (prorated for part-time employees) per calendar year. Firefighter shift personnel may receive up to ninety-six (96) hours of bereavement leave per calendar year.

As with other unscheduled absences, employees are expected to notify their supervisors as soon as they learn of the need for bereavement leave. To qualify for bereavement leave, employees must provide a copy of the death certificate to the Human Resources department no later than 30 days after returning to work from the bereavement leave.

Employees who experience a loss, including reproductive loss, not covered by bereavement leave, will be eligible to use sick leave in accordance with the City's Sick Leave Use Policy.