



BEREAVEMENT POLICY

A maximum of three (3) days of leave with pay may be granted in the event of a death within the Staff member's immediate family. Eligible Staff members are Staff who are regularly scheduled to work a minimum of 1,000 hours per year. Immediate family includes spouse, parents, children, siblings, father/mother-in-law, brother/sister-in law, son/daughter-in-law, grandparents and grandchildren. Bereavement Leave is available for use around the time of the death. Vacation and/or personal days, if available, may be used in conjunction with Bereavement Leave, with supervisory approval. Bereavement is not considered time worked for purposes of computing overtime.