



BEREAVEMENT POLICY

In the event of death in the immediate family of a regular status employee, the employee will be allowed up to three (3) consecutive working days off to arrange and attend the funeral. If the employee is required to travel out of state to arrange and attend the funeral, up to five (5) working days will be allowed. For purposes of this policy, an employee's immediate family is defined to include the employee's current spouse, domestic partner, parent, sibling, child and child-in-law, parent-in-law, siblings-in-law, grandparent, grandparent-in-law, and grandchild, or any other person who is a member of the employee's household. A "parent" is defined as a biological parent, step-parent, adoptive parent, or a surrogate parent. A "child" is defined as a biological child, adoptive child, step-child or foster child.

The employee will be paid at regular pay for each day of absence up to the three or five days allowed under this policy upon providing satisfactory documentation regarding the death. Staff employees regularly scheduled to work part-time will receive prorated benefits in accordance with their work schedule. For example, an employee regularly scheduled to work 20 hours per week will be eligible for 4 hours of pay; and at 30 hours per week, 6 hours of pay. If an employee requires more than three to five days allowed under this policy, the employee may request a personal leave of absence for additional unpaid time or may request the opportunity to use any accrued vacation time.