



Bereavement Leave

In the event of a death in an employee's immediate family (spouse, children, parents, sisters, brothers, legal guardians, mother-in-law, father-in-law, grandparent, grandchildren, or any other relative living in the employee's household), arrangements may be made with the employee's supervisor for a bereavement leave of up to three (3) days with pay. The bereavement leave will be based on the regularly scheduled hours worked per pay period. An employee may take additional vacation time, personal time or an unpaid leave of absence if necessary and approved by the immediate supervisor. Sick time may not be used for bereavement leave purposes.

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