

## **Bereavement Leave Policy**

*Created 11/16/1989*

*Revised 2/10/2015*

*Reviewed 3/28/2017*



The loss of a family member is a sad and trying event. The Library provides Bereavement Leave so that employees may attend to the myriad needs of their families without having to focus on other details.

### **ELIGIBILITY**

All staff members are eligible for paid leave upon the death of an immediate family member. Employees will be compensated for regularly scheduled work hours. Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, immediate in-law, or a person living in the same household as a member of the family. Other relationships may also be approved on a case-by-case basis by the Director without setting precedent. Employees may be required to submit proof of their relationship to the deceased.

### **LENGTH OF LEAVE**

Bereavement Leave is granted for no more than three days. If additional time is necessary, the employee may elect to use Vacation Leave with the approval of their supervisor.

### **NOTIFICATION**

Employees taking Bereavement Leave will notify their supervisor as soon as possible of the funeral arrangements, anticipated length of leave, ways to reach the employee during the Leave, and other appropriate information. In no case will Bereavement Leave begin before the supervisor is notified.