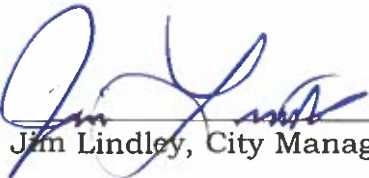




BEREAVEMENT LEAVE POLICY AND PROCEDURE

APPROVED: _____


Jim Lindley, City Manager

January 1, 2023
Effective Date

PURPOSE:

This policy is intended to meet the requirements of employer provided bereavement leave under California Government Cod 12945.7 and any other applicable federal, state or local law, as may be amended from time to time.

APPLICABILITY:

This policy and procedure applies to all employees (regular full- or part-time; non-regular, seasonal/temporary).

POLICY:

When an eligible employee of the City finds it necessary to be absent from work due to the death of family member (defined below), the employee shall be entitled to the use of bereavement leave, subject to provisions of this policy.

As soon as the need for a bereavement leave is known, the employee, or someone on his/her behalf, must notify the employee's immediate supervisor. The employee is responsible for certifying his/her need for the use of bereavement leave on the "Bereavement Leave Request Form" located on the City's HR intranet portal.

BEREAVEMENT LEAVE BENEFITS:

Regular full- or part-time employees

In the event of a death of an immediate family member, each regular full- or part-time employee shall be eligible for up to five (5) unpaid working days of bereavement leave per incident. Of the five (5) days, three (3) days are paid and employee will be required use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee

for any unpaid portion of bereavement leave. Personnel assigned to work twenty-four (24) hour shifts shall be eligible for up to two (2) working shifts of paid bereavement leave.

If any provision of this Policy conflicts with an MOU, the MOU shall govern.

Non-regular, seasonal/temporary employees

This section of the policy applies to non-regular (seasonal and/or temporary) employees (exempt and non-exempt) who have worked for the City for 30 days or more. In the event of a death of an immediate family member, each employee shall be eligible for up to five (5) working days of bereavement leave per incident. The City shall allow the use of accrued paid sick leave (pursuant to the Paid Sick Leave Policy) or leave without pay.

Employees are not required to take the bereavement leave on consecutive days, but must complete leave within three (3) months of the date of death of the family member.

Under extreme circumstances, the three (3) month requirement may be waived by the City Manager. The decision of the City Manager shall be final, with no process for further appeal.

“Family Member” is defined as:

- A child (biological, adopted, or foster child, stepchild, legal ward, or child to whom the employee stands in loco parentis, regardless of the age or dependency status);
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- A spouse;
- A registered domestic partner;
- A grandparent;
- A grandchild;
- A sibling; or
- A "designated person," defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave.

The City can request documentation of the death of the family member, such as a death certificate or published obituary.

PROCEDURE:

The City employee shall adhere to the following established procedure for reporting and verifying bereavement leave usage to the best extent possible.

RESPONSIBILITY ACTION:

Employee or someone on his/her behalf	<ul style="list-style-type: none">• Notify immediate supervisor of need for bereavement leave, relationship of deceased to employee and dates of leave.• Submit <i>Bereavement Leave Request Form</i> located in the City's HR intranet portal.
Immediate Supervisor	<ul style="list-style-type: none">• Verify bereavement leave usage in accordance with business needs. Supervisor approves <i>Bereavement Leave Request Form</i> in the City's HR intranet portal.
Human Resources Department	<ul style="list-style-type: none">• Verify bereavement leave usage in accordance with the Bereavement Leave Benefits section. Process <i>Bereavement Leave Request Form</i> in the City's HR intranet portal to Payroll.