

## **SECTION 8.15**

## **BEREAVEMENT LEAVE**

Bereavement Leave of five (5) days, without loss of pay or benefits, may be granted commencing the first working day following the day of death of an employee's spouse, child, father, mother, sister, brother, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, step-child, step-parent, step-in laws, step-grandparent, or other relative who is a member of the family of an employee and also domiciled with the employee. Written documentation, including a copy of a published death notice, may be required within five (5) days of any bereavement leave. One (1) day of Bereavement Leave may be granted for any other family member. For all other situations, funeral time may be granted. Unless authorized by the Human Resources Director, bereavement leave shall not accrue to an employee who, at the time of such leave would commence, is utilizing any other form of extended leave, including but not limited to extended sick leave, leaves of absence and family medical leave.