

5.4 Bereavement Leave

DEFINITION: For purposes of this policy, the Library defines an immediate family member as an employee's spouse, domestic partner, parent, child, sibling, step-child, step-parent, mother-in-law, father-in-law, grandparent, or any other individual residing in the same household.

BENEFIT: For fulltime employees, the Library shall provide up to five days of consecutive paid leave following the death of an immediate family member ~~who resided in the same household as the employee. The pay for time off will be prorated for a part time employee if the funeral occurs on a scheduled work day.~~ **A part-time employee will receive one paid day if the funeral occurs on a scheduled work day.**

Additional Time Off:

The Library understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted.

The employee may make arrangements with his or her supervisor for an additional four unpaid days off in the instance of the death of an immediate family member.

Additional unpaid time off may also be granted depending on circumstances such as distance, the individual's responsibility for funeral arrangements, and the employee's responsibility for taking care of the estate of the deceased.

Individual employee circumstances may be discussed with the employee's manager and Human Resources to determine whether additional considerations are needed. It is the company's intention to support employees during their times of grief and bereavement.

This leave will not count against accumulated annual leave.