

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 1/09	Page: 1 of 2	Number: 2.1
	Reviewed by/Reviewed Date: CSA Exec Team 3/09	Replaces:	Category: Time Keeping and Attendance
Title: Bereavement Leave		Approved: 3/2/09	

Policy **Procedure** **Guideline**

Purpose

In the event of a death in the employee’s immediate family, bereavement leave, not to exceed forty working hours or a proportionately equal number of hours as prescribed in Section 3.32.010, may be granted the employee without charge to sick leave (Ordinance CS 712 & 3, 1991; Ordinances CS 557 & 47, 1994; Ordinance NS 976 & 1, 1981; prior codes & 2-206(a)).

Definition

County policy generally provides that in the event of a death in the employee’s immediate family, the employee may be granted up to 40 working hours of bereavement leave, without charge to sick leave.

“Immediate family” normally means father, mother, husband, wife, son, daughter, sister, brother, grandparents, grandchildren, father-in-law or mother-in-law; however, for reasons held to be sufficient by the employee’s Department Head, this definition may be expanded to include other persons whom the employee had enjoyed a parent or family-like relationship. (Please refer to the procedures for non-qualifying member bereavement leave)

Procedure

The Department Head has the discretion to grant up to 40 hours of bereavement leave. Department heads are urged to use their best judgment, keeping in mind the unique composition of today’s modern family. Individual departments may require supporting documentation.

- A. The employee makes a verbal or written request to their Manager for a bereavement leave of absence. The Manager makes a recommendation to either approve or deny the request. The amount of time granted is at the discretion of the Manager with final approval by the Department Head. The Manager may recommend approval of up to 40 hours of bereavement leave.
- B. Once the recommended hours have been determined, the manager will submit the request to the Assistant Director for signature. After the Assistant Director has signed

the request, it will be forwarded to the Department Head for approval. Once the request has all required signatures it will be returned to payroll for processing.

- C. If the employee needs more time than the amount recommended by the Manager and approved by the Department Head, the employee can request vacation time.
- D. When determining how many hours (not to exceed 40) to grant, the Manager should keep in mind the following:
 - 1. The relationship of the deceased to the employee.
 - 2. The location of the funeral. Employees may need additional time if traveling out of State or across the State.
 - 3. Responsibility for making funeral and/or family arrangements.
- E. In some unique circumstances, an employee may need to have their bereavement leave time spread over more than one pay period. The specific reasons and dates justifying the time split must be stated on the original request. The Department Head will review and approve these requests on a case by case basis.
- F. Upon return from the leave, the employee shall complete the bottom portion of the "Claim for Sick Leave/Bereavement Leave Request" form and attach it to their timecard.

Non-qualifying individual request

Often employees wish to expand the definition of a family member to a person with a family-like relationship. These requests should be submitted in writing on the "Claim for Sick Leave/Bereavement Leave Request" form and approved by the Manager and the Assistant Director with final approval by the Department Head. If the employee hasn't received approval prior to timecard submission date, please request vacation time until the request is completed.