

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 1/09 Rev. 1/19	Page: 1 of 2	Number: 2.1
	Reviewed by/Reviewed Date: CSA Exec Team 2/19	Replaces:	Category: Time Keeping and Attendance Distribution: All Staff
Title: Bereavement Leave		Approved: 2/19	

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, 1999; 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 parent, spouse, registered domestic partner, children, siblings, grandparents including great grandparents, grandchildren, including great grandchildren, step-relationships, and in-law relationships. However, for reasons held to be sufficient by the employee’s Department Head or designee, this definition may be expanded to include other persons with whom the employee had enjoyed a parent or family-like relationship. Parent or family-like relationship requests must be approved by the Department Head or designee.

Procedure

The Department Head or designee has the discretion to grant up to 40 hours of bereavement leave. Department Heads or designee are urged to use their best judgment, keeping in mind the unique composition of today’s modern family. The amount of time granted may not exceed 40 hours. It is not automatic that employees are granted the full 40 hours. Individual departments may require supporting documentation.

- A. The employee makes a verbal or written request to their Supervisor/Manager for a bereavement leave of absence. The request may be submitted on behalf of employee by the Supervisor/Manager upon the request of the employee (signature required upon return). Upon return from the leave, if not completed in advance, the employee shall complete the bottom portion of the “Claim for Sick Related Time/Bereavement Leave Request” form. The completed form must be submitted to Manager for approval.

1. 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 or designee will review and approve these requests on a case by case basis.
 2. If the employee needs more time than the amount recommended by the Manager and approved by the Department Head or designee, the employee can request vacation time.
 3. Parent or Family-like relationship requests must be submitted in writing on the "Claim for Sick Related Time/Bereavement Leave Request" form. These requests must be approved by the Department Head or designee. If the employee has not received approval prior to payroll deadline, please request vacation time until the request is approved.
 4. Employees on a paid leave of absence may request bereavement leave not to exceed 40 hours. Employees supplementing through SDI, SDF or WCI, will receive a proportionately equal number of hours supplemented by the County per day to coincide with the dates approved by the Department Head or designee.
- B. When determining how many hours (not to exceed 40) to grant, the following should be considered:
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.
- C. 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 or designee. The Manager may recommend approval of up to 40 hours of bereavement leave.
- D. 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 or designee for final approval. The number of hours granted for bereavement will be approved by the Department Head or designee based on the circumstances of the individual bereavement occurrence. Once the request has all required signatures it will be returned to payroll for processing.