

<b>City of Wasco</b>	<b>Human Resources Policies and Procedures</b>		
	ORIGINAL DATE 06/05/07	REVISED DATE	PAGE NUMBER 1 of 1
POLICY NUMBER	Bereavement Leave		City Council Approval 06/05/07
			City Manager Approval 06/05/07

**I. Purpose**

The City of Waco recognizes that employees may require a period of time away from work upon the death of an immediate family member. Employees are provided with paid time off for making arrangements, settling family affairs, bereavement, and/or attending the funeral or memorial service of a member of the immediate family. The City reserves the right to require documentation of the death (e.g., death certificate, obituary, documentation from funeral home).

**II. Scope**

Paid bereavement leave is a benefit provided by the City for regular full-time employees

**III. Policy**

A maximum of three (3) days off with pay is permitted upon the death of a regular full time employee's:

- Parent
- spouse or California State registered same sex domestic partner
- child
- brother or sister
- son or daughter-in-law
- mother or father-in-law
- brother or sister-in-law
- Grandparents

Bereavement leave is granted on an as-needed basis and employees do not accrue (earn) bereavement leave. Any bereavement leave that is used is not deducted from any leave balances.

An employee may make a request to his/her supervisor to use vacation time for death of family members or friends not covered by this policy or if the employee needs additional days off in excess of the time allowances outlined in this policy for family members defined above.