

EMPLOYEE HANDBOOK

4.7 Personal and Bereavement Leave

It is expected that employees must first use all available vacation time, paid sick and safe leave, floating holidays or other available paid time off for personal reasons. Additional personal leave may be granted to full-time employees in emergency situations at the discretion of the Director.

When a death occurs in the immediate family, 5 ~~consecutive~~ working days paid leave will be granted for all full-time and 18 hours plus employees. All part-time below 18 hours employees will be paid for their regularly scheduled hours for the 5 days immediately following the death. For purposes of this policy, immediate family is defined as the employee's spouse, domestic partner, parent, child, sibling, grandparent, grandchild, or parent or child of an employee's spouse or domestic partner. **Pregnancy loss such as miscarriage or stillbirth shall be considered qualifying events.**

At the discretion of the Director, an employee may request to take their bereavement leave non-consecutively due to need to travel, or other related circumstances.

Part-time employees wishing to take bereavement leave non-consecutively will be granted paid leave in hours equal to their regularly scheduled hours during the five days immediately following their loss.