



Bereavement Leave Policy

Policy Topic: Bereavement Leave
Policy Contact: Human Resources
Version: IV
Effective Date: 6/22/15
Approved By: HR/Legal/City Manager

Application

The provisions in this policy apply to all full time employees.

Statement of Policy:

Bereavement Leave provides 3 days of paid leave from work in certain cases of the death of a member of an employee’s immediate family.

1. For purposes of this policy immediate family includes:
 - a. Son and Daughter
 - b. Stepson and Stepdaughter
 - c. Son-in-Law and Daughter-in-Law
 - d. Spouse
 - e. Father and Mother
 - f. Stepfather and Stepmother
 - g. Brother and Sister
 - h. Stepbrother and Stepsister
 - i. Father-in-Law and Mother-in-Law
 - j. Brother-in-Law and Sister-in-Law
 - k. Grandson and Granddaughter
 - l. Grandson- in-Law and Granddaughter-in-Law
 - m. Grandfather and Grandmother
 - n. Grandfather-in-Law and Grandmother-in-Law
 - o. Great Grandparents and Great Grandparents-in-Law
 - p. Any family member domiciled in the employee’s home.
2. Employees must be working or on a compensable leave in order to receive the bereavement leave pay.
3. Employees are required to request approval from their supervisor for bereavement leave. If they are unable to obtain approval before they go out on bereavement leave then they should gain approval upon their return to work.
 - a. The City reserves the right to request paperwork from the employee that supports the need for bereavement leave.
4. Bereavement leave pay will not be considered as time worked for the purpose of overtime calculations, with the following exceptions:
 - a. Bereavement leave pay will be considered as time worked for the purpose of overtime calculations for fire suppression personnel and non-exempt sworn law enforcement personnel as defined by the Fair Labor Standards act (FLSA).

Interpretation and Administration

The City Manager and Human resources are responsible for the interpretation and administration of this policy and its various provisions. The City of Waynesboro has the authority to change, modify, or approve exceptions to this policy at any time without notice.

Revisions and Approvals

Date	Version	Approver	Change Description
7/20/15	II	Nichole Nicholson	Inclusion of great grandparents (and in-laws), son and daughter in-laws, grandchildren (and in-laws).
2/24/16	III	Nichole Nicholson	Inclusion of stepson and stepdaughter.
4/12/17	IV	Nichole Nicholson	Added section 4.