

Subject: BEREAVEMENT LEAVE

Date: July 6, 2016

Pages: 1

Replaces Policy Dated: May 25, 2011

PURPOSE: To establish policy covering the usage of bereavement leave for Pinal County employees.

SCOPE: This policy applies to all full-time (regular and probationary) employees.

PROCEDURE: Up to twenty-four (24) hours of paid bereavement leave can be approved by the Department Head or Elected Official for an employee upon the death or funeral of a spouse, natural child, adopted child, foster child, stepchild, natural parent, stepparent, adoptive parent, one who functioned “in loco parentis”, grandparent, step grandparent, grandchild, step grandchild, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, aunt, uncle or domestic partner (defined as two individuals at least 18 years of age, not blood relatives, not married to other people and who live together). Bereavement leave may be extended an additional sixteen (16) hours if the employee travels out of state for the funeral. This leave is separate from the employee’s accrued vacation or sick leave.

1. To be eligible for paid bereavement leave, the employee must attend the funeral/memorial service of the deceased individual.
2. Bereavement leave may be used for the purpose of making funeral arrangements, settling family affairs, bereavement, and attending the funeral of an eligible family member.
3. The employee shall provide the Appointing Authority one of the following in order to qualify for bereavement leave: a copy of the obituary, documentation from the funeral home/service or a copy of the death certificate.