



City of Dixon Bereavement Leave Policy

APPROVED: _____

Nancy Huston, City Manager

Date

EFFECTIVE DATE: April 29, 2009

Purpose:

To establish the policy and procedure for the use of bereavement leave.

Scope:

This policy and procedure applies to all eligible benefited employees.

Policy:

When an eligible employee of the City finds it necessary to be absent from work due to the death of an immediate family members, the employee shall be entitled to the use of bereavement leave, with full pay, subject to provisions of this Policy and Personnel Rule 4.5.5.5 (8).

As soon as the need for a bereavement leave is known, the employee, or someone on his/her behalf, must notify the employee's immediate supervisor. The employee is responsible for certifying his/her need for the use of a bereavement leave on the Request for Bereavement Leave Form.

Bereavement Leave Benefits:

Employees are eligible for Bereavement Leave pursuant to Personnel Rule 4.5.5.5 (8). In the event of a death in the immediate family, each full-time or benefited part-time employee shall be eligible for up to three (3) working days of paid bereavement leave. Personnel assigned to work twenty-four (24) hour shifts shall be eligible for up to two (2) working shifts of paid bereavement leave.

All bereavement leave must be used within 14 calendar days following the death of the immediate family member. Under extreme circumstances, the 14-day requirement may be waived by the City Manager. The decision of the City Manager shall be final, with no process for further appeal.

For purposes of this policy, immediate family is defined as provided in Personnel Rule 1.30A and includes the employee's parents, spouse, registered domestic partner (as registered with the California Secretary of State), child, sibling, half-sibling, grand-parents, great grandparents, grandchild, great grandchild, brother or sister in law, daughter or son in law or parent in law. In each case the enumerated relatives shall also include those persons in a "step relative" relationship (such as, for example, step parents in addition to parents). In each case the enumerated in-law relationships shall also include persons who are registered domestic partners (such as, for example, the registered domestic partner of a spouse's parent)

Procedure:

The City employee shall adhere to the following established procedure for reporting and verifying bereavement leave usage to the best extent possible.

RESPONSIBILITY ACTION

Employee or someone on his/her behalf	<ul style="list-style-type: none"> • Notify immediate supervisor of need for bereavement leave, relationship of deceased to employee and dates of leave. • Prepare <i>Request for Bereavement Leave Form</i> and forward to the immediate supervisor of the employee requiring bereavement leave.
Immediate Supervisor	<ul style="list-style-type: none"> • Verify that bereavement leave usage is in accordance with the benefits listed in the Bereavement Leave Benefits section. • Complete supervisor's portion of the <i>Request for Bereavement Leave Form</i> and forward to the Human Resources Department. • Ensure that timesheet reflects Bereavement Leave.
Human Resources Department	<ul style="list-style-type: none"> • Verify bereavement leave usage in accordance with the Bereavement Leave Benefits section.