

BEREAVEMENT & FUNERAL LEAVE

Revised June 2022

SECTION: 25

A. PURPOSE

This Section specifies the hours Tooele City provides time off with pay to eligible employees for bereavement and funeral needs and related policy matters.

B. POLICY

1. In order to minimize the financial hardships that may result from absences from work, Tooele City provides bereavement & funeral leave benefits to qualifying employees who are approved to be absent from work due to: (1) the death of certain individuals; (2) to plan, attend, and/or travel to/from funeral services; (3) to attend to post-death affairs associated with the deceased; and/or, (4) to provide care and comfort to self or others who are grieving.
2. Bereavement & funeral leave benefits are provided to bring the employee up to their regular scheduled work hours. These leave hours may not be used to ensure general overtime is earned nor may they be paid as overtime/comp-time.
3. Regular and appointed employees are provided with the following amounts of paid bereavement & funeral leave for each qualifying death (part-time employees are prorated):

Up to 24 Hours Leave	Up to 16 Hours Leave	Up to 8 Hours Leave to Attend Services
<ul style="list-style-type: none"> • Parent or Step-parent; • Parent-in-law or Step-Parent-in-law; • Spouse; • Child or Step-child (including still born children or miscarriage); • Grandchild or Step-grandchild; • Sibling or Step-sibling, including half siblings; • Brother in-law/Sister in-law; • Son-in-law/Daughter-in-law; or, • A person who has on a full-time basis, permanently resided in the home of an employee for at least the 12 consecutive months preceding death. 	<ul style="list-style-type: none"> • Employee’s Grandparent or Step-grandparent; or • Other persons with whom the employee has a “loco parentis” relationship meaning the employee has the day-to-day responsibilities for the care and financial support of the child or person who had such a responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary. 	<ul style="list-style-type: none"> • Spouse’s Grandparent, Spouse’s Step-grandparent, or Spouse’s Great-grandparent; • Employee’s Great-grandparent (not a step-great-grandparent); • Employee’s Great-grandchild (not a step-great-grandchild); • Employee’s or Spouse’s Aunt/Uncle; or, • Employee’s or Spouse’s Niece/Nephew.

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4. For purposes of this Section, relationships include first generation unless otherwise specified, and biological or legal relationships unless otherwise specified. Legal action such as divorce or other legal relinquishment of parental rights dissolves relationships.
5. Bereavement and funeral leave may be used in full day blocks or intermittently for up to 14 working days from date of the death, unless extenuating circumstances exist (i.e. delay due to autopsy, delay getting body due to organ or research donation, body transport, etc.) and in such cases, an employee may request extension of up to 30 days from date of death.
6. If, at the time of death, and an employee is on other approved or extended leave such as FMLA or disability leave, bereavement and funeral leave benefits may be used to supplement other paid benefits to bring the employee up to 100% of the pre-leave daily base pay.

C. NOTICE & VERIFICATION OF NEED FOR LEAVE

1. An employee is expected to notify his/her supervisor as soon as possible of the need for bereavement and funeral leave.
 - a. For a full-day block of leave, the supervisor may ask the employee to consider the needs of the department when scheduling; however, unless it may result in a hardship to the City (i.e. employee must be in court to testify or is the only employee able to perform certain critical tasks), the employee generally may take full-day blocks of leave.
 - b. For intermittent leave, the employee is expected to request approval for such leave in advance whenever feasible and the supervisor may consider both the needs of the department and the purpose of the leave request (For example, post-death financial affairs can generally be taken care of during banking hours. Although it may be more convenient for the employee at a certain time, the needs of the department may necessitate taking care of the post-death financial affairs at a different time).
2. Tooele City retains the right to request documentation to support any claim for leave benefits.

D. NEEDS OTHERWISE NOT COVERED BY THIS SECTION

Employees who need to be absent for matters not otherwise covered by this Section or who need additional time off, may reference other paid leave policies such as annual leave.