
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 608
EFFECTIVE DATE: 11/18/08
REVISED: 01/02/18
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: BEREAVEMENT LEAVE

I. Purpose:

To establish guidelines for Bereavement Leave

II. Policy:

A full-time or part-time employee who must be absent from work to attend the funeral of a family member who is within the third degree of consanguinity or affinity may use up to a maximum of 24 hours of bereavement leave per each occurrence. Bereavement leave longer than 24 hours may be charged to accumulated sick leave, up to a maximum of 16 additional hours, with the advance approval of the employer. Employees who are not regular full-time or part-time employees may take up to 5 days of bereavement absence without pay. Supervisors or managers may require evidence of attendance at the funeral. Casual, seasonal, temporary employees are not eligible for bereavement leave.

III. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.