

### **FUNERAL LEAVE (Emergency bereavement leave)**

An employee is entitled to leave with pay for a death in the employee's family. An employee's family is defined as:

- the employee's spouse
- the employee's and spouse's parents, children, brothers, sisters, grandparents, and grandchildren.

Leave for the death of anyone other than members of the employee's immediate family shall be charged to vacation, compensatory time or leave without pay.

An employee who must be away from the job due to a death in the immediate family should notify the supervisor on or before the first day of such absence. The Request for Overtime and Leave Form (F3.6A) should be completed and the absence approved. The request for leave should show the name, relationship and date of death of the family member.

Bereavement is normally not granted beyond three days. Employees may request additional leave beyond three days if there are special considerations.