

Bereavement Leave

In the unfortunate event of a death in an employee's immediate family, a leave of up to three (3) days with full pay in order to attend the funeral or handle other affairs in connection with the death will be granted by Bay Laurel Center CDD (hereinafter "the District"). Employee(s) traveling outside the state of Florida to attend the funeral or handle other affairs in connection with the death will be granted (1) additional day of full pay with proof of travel documentation. These days are to be taken consecutively not to exceed two (2) weeks from the death of the immediate family member and shall not be split or postponed unless sufficient reasoning is given to take the bereavement at a later date.

For the purpose, "**immediate family**" is defined as:

- Spouse or Partner
- Child
- Stepchild
- Parents (including in-laws), Stepparents
- Siblings, Stepsiblings
- Grandparents (including In-laws)
- Grandchildren

Should an employee wish to take time off for a non-immediate family member to attend a funeral or handle other affairs in connection with the death, time will be deducted from their existing paid time off accruals. In the event the employee has extinguished all paid time off accruals, then the time off would be considered unpaid time.

Pay for bereavement leave is computed at the regular hourly rate to a maximum of eight hours for one day. Time off granted in accordance with this policy will not be credited as time worked for the purpose of computing overtime.

All requested leave shall be arranged with the supervisor and the relationship to the person who has passed away shall be specified on the Employee Action Form (EAF) submitted for bereavement leave. Employees shall provide a publication (i.e. death certificate, funeral notice, newspaper obituary) to accompany payroll.

Employees shall make their Supervisor/ Manager aware of their situation. In turn, the Supervisor/Manager shall notify Human Resources of the reason and anticipated length of the employee's absence.

The District recognizes that this policy does not cover every situation and that the time as indicated above may not be sufficient to fulfill all necessary bereavement obligations. For this reason employees, may with the approval of their supervisor utilize any other accrued paid time off they may have to supplement their bereavement time. If the employee is out of time and needs additional time off, he or she with the approval of their supervisor will be placed on unpaid leave until they return.