

SDCRAA TALENT STANDARDS AND PROCEDURES

Section: **Attendance and Leaves of Absence**

Standard: **BEREAVEMENT LEAVE**

Section #: **B-4**

Effective: June 3, 2008

Revised 9/29/14

See Also: Paid Time Off; Leave without Pay; Timekeeping

GENERAL STANDARD

The Authority provides bereavement leave with pay to full-time employees in the event of the death of an immediate family member or domestic partner.

SPECIFIC STANDARDS

- ❑ Employees may take as bereavement leave up to five (5) regularly scheduled workdays, with regular straight-time pay to attend the funeral and take care of personal matters related to the death of an immediate family member. At the Authority's discretion, proof of death may be required. For purposes of bereavement leave, an employee's immediate family includes:
 - Husband; wife; son; daughter (including stepson and stepdaughter); mother, father, or recognized legal guardian; brother and sister, whether or not the aforementioned are living in the employee's household; grandparents; grandchildren; mother-in-law; father-in-law; other relatives who are currently residing in the employee's household; and domestic partners as that term is defined in California Family Code section 297

- ❑ Employees who require more than five (5) workdays off may use PTO, or request unpaid leave of absence, subject to the approval of their manager, Director, and/or Vice President.

- ❑ Employees may use PTO time to attend the funeral of relatives or friends other than those listed above with their managers' approval.
- ❑ Bereavement leave must be taken in whole day increments.
- ❑ The Authority may deem any unusual use of bereavement leave excessive or atypical. Employees whose use appears excessive or atypical may be requested to produce written proof of their leave. Such requests are initiated through the Director, Talent, Culture & Capability (or designee).

PROCEDURE

Time records shall accurately reflect the employee's time off. The "Bereavement" code shall be recorded on the employee's time record for all bereavement leave taken.