

## **Bereavement Leave**

All regular, full time employees may be granted up to five (5) days (up to 40 hours) (48 hours for operational Fire Department personnel) of paid leave and time off within a 14 day period following the death of immediate family members. Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to five (5) days (up to 40 hours) in the event of the death of the employee's spouse, child, stepchild, parent or stepparent.
- Employees are allowed up to three (3) days (up to 24 hours) in the event of the death of the employee's brother, sister, grandchild, grandparent, spouse's grandparent, mother-in-law and father-in-law, sister-in-law and brother-in-law, and daughter-in-law and son-in-law.
- Employees are allowed up to three (3) days (up to 24 hours) due to pregnancy loss including miscarriage and stillbirth of the employee's biological child.

The employee must notify their supervisor of the need to take bereavement leave as soon as possible. The supervisor may require the employee to provide documentation regarding their bereavement leave.