



## LEAVE PLAN

### 606.7 – BEREAVEMENT LEAVE

- 1. Policy Purpose:** To provide a policy regarding the use of leave due to a death in the immediate family.

**Policy Coverage:** This policy applies to all non-represented (non-exempt and exempt), full-time and part-time employees of the East Fork Fire Protection District.

**Adopted Date:** 06/18/2019

**Revised Date:** N/A

**Policy #:** 606.7

*\*\*The procedure established in this policy will be superseded and have no effect when covered by a similar or conflicting provision in a Collective Bargaining Agreement. For detailed information, please refer to your Collective Bargaining Agreement. \*\**

- 2. Policy:**

When a death occurs in the immediate family of an employee of the District, said employee shall be entitled to a leave of absence up to 80 hours chargeable to the employee's sick leave for each death of an immediate family member. The term of "Immediate Family" is defined in policy 606.4 – Sick Leave. In the case of any other relative of the employee, the District Chief may authorize such sick leave. In addition, the District Chief in his sole discretion may approve bereavement leave for a longer duration of time.

Upon approval from employee's immediate supervisor or division chief, an employee may be absent from work due to the death of an individual who does not fall within the definition of "Immediate Family." This leave will be charged against the employee's vacation, administrative or accrued comp leave.

If all leave banks are exhausted (sick, annual, administrative or comp earned), the employee taking leave under this Policy shall be placed in a "leave without pay" status and will not receive compensation for the time missed.

**RESPONSIBILITY FOR REVIEW:** The District Fire Chief, or his or her designee and/or the Executive Office Manager, or his/her designee will review this policy every 3 years or sooner as necessary.