



Approved:

**City of Commerce, California  
Human Resources Policy and Procedure Manual**

*Yorisa McAllister*  
Director of Human Resources  
*Juanita Ha*  
City Administrator

*Number: V-3 Effective Date: 09/06/11*

**SUBJECT: BEREAVEMENT LEAVE POLICY**

**PURPOSE:**

The bereavement leave policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members.

**POLICY:**

When a regular full-time or part-time employee's immediate family member dies or is critically ill and death appears imminent, the employee shall be entitled up to forty (40) hours paid leave per occurrence. Immediate family member shall be defined as: mother, father, spouse, registered domestic partner, child, step-child, brother, sister, grandchild, grandparents, mother-in-law, father-in-law, stepmother, stepfather, sister-in-law, brother-in-law, daughter in-law, son-in-law, spouse's grandparents and great grandparents, as well as the equivalent relatives of a registered domestic partner.

The bereavement leave begins on the first regularly scheduled workday as requested by the employee. If the employee learns of the death while at work, he or she is entitled to leave work immediately; this partial day leave will not be counted towards the bereavement leave. Bereavement leave must be authorized by the Department Director and must be utilized within 15 days of the employee learning of the death, or of the date of foreseen imminent death of the immediate family member, unless special circumstances require that the leave begin at a later date. Such requests to the Department Director shall be made within 15-days of the employee learning of the death or the date of foreseen imminent death and shall not be unreasonably denied.

Bereavement leave is paid over a maximum of seven (7) work days and is paid in thirty minute increments.

**Part-Time Eligibility**

The maximum number of hours to be paid during the maximum seven (7) work days of bereavement leave is calculated based on the average number of all hours actually paid per

week, utilizing the employee's record of hours paid for each position maintained by the employee during the ten (10) weeks immediately preceding the bereavement leave.

**PROCEDURE:**

<b><u>Responsibility</u></b>	<b><u>Action</u></b>
Employee	<ol style="list-style-type: none"><li>1. Upon learning of death or critical illness of immediate family member where death appears imminent, submits leave request to be utilized within 15-days.  If special circumstances require that the leave begin at a later date, such requests to the Department Director shall be made within 15-days of the employee learning of the death or of the date of foreseen imminent death.</li></ol>
Department Director	<ol style="list-style-type: none"><li>2. Leave requests shall not be unreasonably denied.</li></ol>