

BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to four (4) days of paid bereavement leave will be granted for a death in the immediate family member of an employee, one of which may be used in case of a delayed interment. The immediate family shall be considered to be an employee's current spouse, parents, grandparents, children, step-children, grandchildren, brother, sister, father-in-law, mother-in-law, daughter-in-law, and son-in-law.

In the event of death of an aunt, uncle, niece, nephew, current sister-in-law or current brother-in-law, the employee shall be granted two (2) days of absence, provided, however, that one of those days is the day of the funeral. Leave granted under this section must be for travel to and from and attendance at services related to the funeral of family members of the family of the employee described above.

Eligible employees for this benefit include:

Regular full-time employees, Regular part-time employees, who work a minimum of 18 hours per week (pro-rated benefit)

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

ADOPTED: Union Contract/Past Practice, Personnel Board 9/13/00
AMENDED:
APPROVED:
ATTACHMENT:
FORM:

The terms of collective bargaining agreements supercede any provisions of any personnel policies the town establishes. If a collective bargaining agreement is silent on a topic or a subject matter within a topic these policies are intended to apply. Where the provision of a collective bargaining agreement between the town and a union conflict with a provision of a town personnel policy, the collective bargaining agreement provision will govern for those employees covered by the agreement.