
	Department of Public Safety	
	Standard Operating Guidelines	
	Subject:	Bereavement Leave
	Section:	Administration
	Guideline Number:	ADM 234
	Effective Date:	September 24, 2020
	Revision Date:	October 1, 2024
Signature of Approval:	Charles R. Pruitt Director of Public Safety 	

PURPOSE

To provide guidance in the application of the County's Bereavement Leave Policy Number 506.0 especially as they apply to departmental personnel.

SCOPE

This applies to all uniformed members of the Department.

GUIDELINE STATEMENT

Bereavement Leave, as with any type of leave, must be granted by the Director, Battalion Chief or Captain. Bereavement Leave shall be granted in accordance with this policy. At times, the Director may provide interpretation and execution not within the scope of the policy

DEFINITIONS

Immediate Family Member: For purposes of this policy, the County defines an Immediate Family Member as an employee's spouse, parent, child, sibling, stepchild, stepparent, mother-in-law, father-in-law, grandparent, grandchild, or any other individual residing in the same household.

Extended Family Member or Non-Relative: For the purposes of this policy, the County defines an Extended Family Member or Non-relative as any relative or close friend, not covered above in the Immediate Family member definition.

PROVISIONS

40-hour Employees

40-hour employees are subject to the County's Bereavement Leave Policy Number 506.0 and are entitled to up to five (5) consecutive days of paid leave following the death of an immediate family member. Bereavement leave for the death of an extended family member or non-relative shall be one (1) day. This leave will not count against accumulated annual leave. Bereavement leave shall commence upon notification and approval by the Battalion Chief or Captain.

212-hour Employees

212-hour employees are also subject to the County's Bereavement Leave Policy Number 506.0. However, due to scheduling differences, 212-hour employees are entitled to two (2) consecutive 24-hour shifts of paid leave following the death of an immediate family member. Bereavement leave for the death of an extended family member or non-relative shall be one (1) 24-hour shift.

Bereavement leave will not count against accumulated annual leave.

Additional time off may also be granted depending on circumstances such as distance, the individual's responsibility for funeral arrangements, and the employee's responsibility for taking care of the estate of the deceased. Any additional paid time off taken beyond the granted bereavement leave period must meet the notification and approval requirements for the specific type of leave requested.

Individual employee circumstances may be discussed with the Director and Human Resources to determine whether additional considerations are needed.

No part-time or secondary employment will be tolerated while using Bereavement Leave. Personnel using Bereavement Leave outside the scope will be subject to disciplinary actions.