

Section: Bereavement Leave/Imminent Death Leave

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Sponsoring Unit/Department: Employee Service Center

Bereavement Leave/Imminent Death Leave

A full-time regular or probationary employee, upon giving notice, shall be permitted up to ten work days of leave (80 hours maximum) per two fiscal years, with full pay, in the event of a death or imminent death of a member of the employee's household and/or family. Unused days expire at the end of the two-year period. Employees who use all 80 hours allotted per two-year period may use up to five days of annual, sick and/or unpaid leave per event in the case of additional events of bereavement/imminent death.

What is the definition of family member?

- Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor;
- A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child;
- A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
- A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Frequently Asked Questions on Bereavement/Imminent Leave

Once I have expended my 80 hours of Bereavement Leave, may I use sick or annual for additional events?

Yes, additional bereavement or imminent death events can be covered by either annual or sick leave.

When can bereavement leave be taken?

Bereavement leave may be taken from the time of death up to 365 days after the death or notification of imminent death.

Does the leave have to be continuous?

No.

Can sick leave be used in conjunction with bereavement leave?

Up to five additional days of sick leave per occurrence may be used, if available, for travel time and/or for attendance at a funeral or memorial activity.

How is bereavement leave recorded?

Bereavement Leave is recorded on timesheet. Bereavement/imminent death leave may be used in ½ day or 4-hour increments, as applicable.