

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>6 – LEAVE TIME</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>6 – BEREAVEMENT</b>	<b>REVISED: 8/6/14</b>

The County provides bereavement leave to employees. The terms of bereavement leave can be found in the appropriate negotiated contract including the total amount of time per year or per occurrence and inclusive family members. Non-Union employees shall suffer no loss of regular straight-time pay for absence due to death in the immediate family, up to a maximum of four (4) days annually. For non-union employees, immediate family shall include the following relatives of the employee or the employee's spouse or civil union partner: father, mother, step-father, step-mother, grandmother, grandfather, grandchild, spouse or civil union partner, child, step-child, foster child, sister, brother, step-sister, step-brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, niece, nephew, first cousin, aunt and uncle as well as any relative or domestic partner of the employee residing in the employee's household. Furthermore, for non-union employees, sick leave may be utilized for bereavement in excess of the bereavement leave provided for in this section.

Bereavement leave shall not be charged to sick or vacation leave. Such leave is not cumulative and shall be prorated for part-time employees.

Employees who request an extension of bereavement leave beyond the established number of days shall have such extensions charged to accumulated, unused vacation/sick leave. If an employee has exhausted all vacation/sick leave, extended bereavement leave will be considered as a request for leave of absence without pay.

Reasonable documentation of a death in the employee's immediate family should be produced by the employee if requested by the Employer. Although failure to produce documentation shall not be considered a disciplinary offense *per se*, it is understood that such failure may result in denial of bereavement leave.

**Employee:**

Communicates requests for bereavement leave to the Department Head as soon as possible.

May be required to submit proof of death.

**Department Head/designee:**

Notifies the Human Resources Department that an employee is utilizing bereavement leave.

**Human Resources Director/designee:**

Receives notices of employees' use of bereavement leave.