

POLICY # N4-5.1

**BEREAVEMENT LEAVE
NON-UNION EMPLOYEES**

Each regular non-union employee in benefit status may be granted absence with pay not to exceed three days at the discretion of the supervisory authority in case of the death of a member of an employee's immediate family. For purposes of this section, the term "immediate family" shall mean an employee's spouse, child, father, mother, sister, brother, grandparents, father-in-law, mother-in-law, brother-in-law or sister-in-law.

Employees may be granted up to two additional days' absence with pay, at the discretion of the supervisory authority, in the event of the death of a spouse, child or parent.

Personnel Board Approved: May 5, 2010