

BEREAVEMENT LEAVE POLICY

Policy Title: Bereavement Leave

Approval Date: August 1, 2017

Policy Number: 4.06

Replaces Policy Number: 104-07

Authorization: Grand Forks County Commission

Revision Date: August 1, 2017

POLICY STATEMENT

To provide time off without loss of pay for eligible employees for bereavement, to make funeral arrangements, settle family affairs, and attend the funeral or memorial service.

RATIONALE

To establish the eligibility for and circumstances under which Bereavement Leave may be requested and allowed.

APPLIES TO

All eligible employees, who regularly work an average at least 20 hours per week. Elected officials, temporary/seasonal employees, and employees who regularly work *less* than an average of 20 hour per week are not eligible for Bereavement Leave.

Positions in Social Services follow the North Dakota Administrative guidelines regarding Bereavement Leave.

DEFINITIONS

Immediate Family Member (Bereavement Leave Purposes): Parent (foster and step), siblings (foster and step), spouse, child (foster and step), son and daughter-in-law, grandparent (foster and step), grandchild (foster and step), or their spouse's immediate family member.

Eligible Employee: Employees who work an average at least 20 hours per week/1,040 hours per year.

Temporary/Seasonal: Employees who are expected to remain in a position only for a certain amount of time.

Active Pay Status: Employees who are at work or on approved leave with pay, such as vacation or sick leave.

Inactive Pay Status: Employees who are not receiving regular pay for hours worked or approved leave with pay, such as vacation and sick leave.

Employee Assistance Program (EAP): A problem assessment and resource referral service for employees and immediate family members.

GUIDELINES

BEREAVEMENT LEAVE ELIGIBILITY

In order to be eligible for Bereavement Leave, an employee must be scheduled to work on the day(s) requesting Bereavement Leave.

Part-time employees are eligible for Bereavement Leave only when the request for Bereavement Leave coincides on the employee's regular scheduled hours.

Documentation supporting a request may be required at any time

USE AND PAYMENT OF BEREAVEMENT LEAVE

An eligible employee may receive a maximum of 24 consecutive scheduled working hours of Bereavement Leave per occurrence, upon approval with pay following the death of a member of the employee's immediate family for a funeral within a 300 highway miles radius of Grand Forks or receive a maximum of 40 consecutive working hours of Bereavement Leave per occurrence with pay following the death of a member of the employee's immediate family for a funeral outside a 300 highway miles radius of Grand Forks.

Bereavement pay is calculated on the employee's base rate at the time of the absence. Bereavement pay does not include shift differential, incentive pay, bonuses, or other special forms of compensation and not considered hours worked for purposes of determining overtime. Part-time eligible employees receive Bereavement Leave, as outlined on a pro-rated basis.

Extenuating circumstances will be reviewed on a case-by-case basis by the Department Head and consultation of Human Resources.

NOTIFICATION

An employee must provide notice of their need for Bereavement leave and provide the timing and duration.

The supervisor is to be contacted if additional time is needed. An employee may request to use vacation, compensatory time or leave without pay if vacation and compensatory time is not available.

In general, notification from friends and family members are not acceptable.

ROLES

Department Heads or designee are responsible for ensuring that bereavement time is used in accordance with this policy.

Employees are responsible for requesting and accurately reporting their bereavement time.

Payroll will record all bereavement through the County's Payroll system.

This policy is intended as a guideline to assist in the consistent application of Grand Forks County policies and procedures for employees. The policy does not create a contract implied or expressed with any Grand Forks County employees. Grand Forks County reserves the right to modify this policy in whole or in part, at any time, in its sole discretion. This policy will be reviewed no less than every three years, unless required by Federal, State, or Local law.

RESOURCES

Contact the Human Resources if you have any questions or if you would like additional information about this policy.

FORMS

Time Off Request and Payment Form

RELATED POLICIES AND PROCEDURES

Vacation Leave
Personal Leave
Attendance Policy
Employee Assistance Program