

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 104-07

**Eff. 2/21/12
Rev. 11/19/13**

BEREAVEMENT LEAVE

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If an employee wishes to take time off due to the death of an immediate family member, the employee shall notify his or her supervisor immediately.

Up to twenty-four (24) hours of paid bereavement leave for a funeral within 300 highway miles and forty (40) hours of paid bereavement leave for a funeral outside a 300 highway mile radius of Grand Forks may be provided to eligible employees, per incident.

NOTE: Social Services' employees may receive "an approved absence from work, with pay, of up to twenty-four working hours, provided to an employee to attend or make arrangements for a funeral, as a result of a death in the employee's family, or in the family of an employee's spouse."

Bereavement pay is calculated based on the base pay that an employee would otherwise have earned had he or she worked on the day of absence.

Bereavement leave will be approved unless there are unusual operating requirements within the employee's department.

The employer defines "immediate family" as the employee's husband, wife, son, daughter, father, mother, stepparents, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, stepchildren, foster parents, foster children, mother-in-law, father-in-law, daughter-in-law, and son-in-law.