

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 7-7

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Bereavement Leave

OVERVIEW: This policy describes the provisions for granting bereavement leave to an employee who has a death in the immediate family.

SCOPE: This policy applies to all classified and executive service employees of the Board of County Commissioners.

PROVISIONS:

1. **General Rule.** An employee who has a death in the immediate family shall be granted up to one workweek of bereavement leave for each such instance. Such leave shall not exceed 48 work hours.
2. The Administrating Official may approve a longer period of bereavement leave.
3. Documentation may be required as a condition for approval for bereavement leave.

County Manager

County Attorney