

Procedure 506-1 – Bereavement Leave

Eligibility

Employees classified as full-time regular, part-time partial-plus, and part-time partial are eligible for paid bereavement leave. There is no waiting period for use of bereavement leave.

Family Member Deaths

Eligible employees may take paid bereavement leave due to the death of a family member to attend funerals, memorial services, and the like, to discharge responsibilities related to the death, and to grieve. The County understands that employees may need additional leave for the death of an immediate family member and provides extended bereavement leave in such cases.

"Family member" means a parent, sibling, spouse, child, grandparent, grandchild, aunt, uncle, niece, nephew, including corresponding step, in-law and domestic partner relationships, and members of the employee's household. An "immediate family member" means a parent, child, spouse, sibling, corresponding step, in-law and domestic partner relationships, and members of the employee's immediate household. "Parent" includes a person who stood in place of a parent when the employee was a minor child. When the employee stood in place of a parent for a minor child, "child" includes that individual.

Paid bereavement leave is available up to the limits set forth below. The leave may be taken consecutively or intermittently.

Employment Status	Maximum Standard Leave Hours (Family Member)	Maximum Extended Leave Hours (Immediate Family Member)
Part-time Partial	12 hours	Additional 12 hours
Part-time Partial-Plus	18 hours	Additional 18 hours
Full-time Regular (40 hr/wk)	24 hours	Additional 24 hours
Full-time Regular (12 hr shift)	24 hours	Additional 24 hours
Full-time Regular (24 hr shift)	48 hours	Additional 48 hours

Co-Workers

Johnson County Government will provide up to four hours of paid bereavement leave for eligible employees to attend the memorial service, funeral, and/or visitation for a deceased co-worker or a co-worker's immediate family member during the workday. Such leave is subject to the department/agency/office's ability to conduct business and meet the needs of the public.

Requests

Employees must follow department/agency/office leave procedures when requesting bereavement leave. Where practical, employees should provide reasonable notice of their need for leave. Employees may be required to provide information concerning their relationship to the deceased, so the department/agency/office can determine the amount of bereavement leave to be provided.

Use

Paid bereavement leave will be recorded in ¼ hour increments for non-exempt employees and in half-day or full-day increment for exempt employees. Paid bereavement leave will not count as hours worked for purposes of calculating overtime.

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