

	<i>Administrative Regulation</i>	
	Policy#	8.7
	Effective:	03/13/2023
	Revised:	05/30/2025
<b>Compassionate Leave</b>		Owner: Human Resources

**Note:** Terms in **bold** and *italics* throughout this policy are defined below.

## PURPOSE:

To support employees during times of profound personal loss. Compassionate Leave acknowledges the emotional impact of losing a ***family member*** or experiencing a ***pregnancy*** loss and allows employees time to grieve, make arrangements, and attend memorial services while prioritizing emotional and occupational well-being as part of the City's commitment to the LiveWell initiative.

## SCOPE:

This regulation applies to all employees who have completed at least six months of service with the City. Represented employees should consult their applicable collective bargaining agreements for additional provisions

## POLICY:

Employees may be granted up to three (3) days of City paid Compassionate Leave following the death of an ***immediate family member*** or in the event of a ***pregnancy*** loss. With approval from the ***department director***, employees may take up to two (2) additional paid days for out-of-state travel related to funeral or memorial services.

Compassionate Leave should be used in a single, continuous block of time and must be taken within 60 days of the date of loss. Extensions may be considered on a case-by-case basis. If both the employee and their ***spouse*** or ***partner*** are employed by the City, both individuals may take leave concurrently for the same qualifying event.

Compassionate leave runs concurrently with bereavement leave provided under the ***Oregon Family Leave Act (OFLA)*** bereavement leave. The initial three (3) to five (5) days are paid by the City. If additional time is needed, employees may use accrued leave banks or, if no leave is available, take the remaining time as unpaid protected leave.

This benefit aligns with the LiveWell pillars of emotional and occupational well-being, ensuring employees have space to heal without compromising financial stability or job security.

## PROCEDURE:

### 1. Requesting Leave

- 1.1. Employees must initiate their leave request through the City's third-party leave administrator (currently Lincoln Financial Services) and notify their supervisor of their intention to take leave.
- 1.2. Compassionate leave hours should be coded using the BRV (Bereavement) leave code, matching the employee's standard work schedule and not exceeding the number of days permitted.
- 1.3. If additional leave is needed, employees may use accrued leave banks. OFLA-protected time should be coded using appropriate protected leave codes.

## **2. Verification of Need**

- 2.1. In some cases, the City may request documentation to support the leave request (e.g., an obituary or death certificate). Such requests will be handled with care and confidentiality.

## **3. Return to Work**

- 3.1. Employees are expected to return to work once the Compassionate Leave ends.
- 3.2. The City recognizes that grief affects each person differently. Supervisors are encouraged to offer support and, when needed, flexible scheduling or additional time off to ease the transition back to work in support of the employee's emotional well-being.

## **DEFINITIONS:**

1. **"Department Director"** is the individual responsible for overseeing the operations, personnel, and compliance functions of a City department. For the purposes of this administrative regulation, "Department Director" also includes any formally assigned designee, including an employee serving in an Acting-In-Capacity (AIC) role, who has been authorized to carry out departmental responsibilities in the absence of the Department Director.
2. **"Immediate family member"** includes:
  - 2.1. **Spouse**,
  - 2.2. **Parent** (biological, adoptive, foster, or in-law),
  - 2.3. **Child** (biological, adoptive, foster, or in loco parentis),
  - 2.4. **Sibling**,
  - 2.5. **Grandparent** of the employee,
  - 2.6. **Grandchild** of the employee,
  - 2.7. Any person residing in the employee's household at time of death, or
  - 2.8. Any **family member** covered under the **Oregon Family Leave Act (OFLA)**.

3. ***“In loco parentis”*** is an individual acting in a parental role with or without legal relationship.
4. ***“Oregon Family Leave Act (OFLA)”*** is state protected leave that provides up to two (2) weeks of protected leave following the death of a family member.
5. ***“Pregnancy”*** is the employee’s own pregnancy, or any pregnancy where the employee their partner intends to serve as the parent or primary caregiver (including surrogacy or adoption).
6. ***“Spouse”*** is any partner legally recognized through marriage, civil union, domestic partnership, or common-law marriage consistent with applicable laws.

## **RESOURCES:**

### Administrative Regulations:

1. [Family Medical Leave](#)
2. [Pregnancy Accommodation](#)

### Online Resource:

1. [BOLI-Oregon Family Leave Act \(OFLA\)](#)