

# Bereavement Leave Policy

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## **Bereavement Leave for Immediate Family and Others**

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of a close relative or friend.

### **Eligibility**

All full-time, active employees are eligible for benefits under this policy. Full-time employees who are scheduled to work less than 40 hours per week will be eligible based on the percentage of time they are regularly scheduled to work during a 40-hour work week.

### **Amount**

24 hours per year

### **Accrual**

Annually, per calendar year

### **Procedures**

An employee who wishes to take time off due to the death of a close relative or friend should notify his or her supervisor and director as soon as possible.

In addition to bereavement leave, an employee may, with their supervisor's approval, use any available PTO or unpaid leave for additional approved time off as necessary. RVCDS reserves the right to request verification of the need for bereavement leave.

Employees are allowed up to 24 hours off from regular scheduled duty with regular pay in the event of death of a close relative or friend.

Bereavement leave may be taken in half-hour increments. Unused leave does not carry forward.

Bereavement pay is calculated based on the base pay rate at the time of absence. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.