



Policy HR 12.2 Bereavement and Funeral Leave

Adopted by Library Board of Trustees
Adopted: 01/24/2013
Revised: 01/28/16

1. **Bereavement Leave:** In the event of the death of a close family member, an employee may take up to three (3) days of paid bereavement leave per occurrence. The Library may request that the employee provide proof of death and/or of the employee's relationship with the deceased. Such proof may consist of a death certificate, birth certificate, marriage certificate, certification of domestic partnership, or published obituary.

For the purposes of this policy, a *close family member* is defined as a spouse or domestic partner; a child; a parent, step-parent, or parent in loco (someone who has acted in the role of parent); a sibling, grandparent or grand-child.

When circumstances require an employee to take more than three days' leave for the death of a close family member, the employee may request additional time off from his/her supervisor. If Library operations will not be adversely affected and the supervisor approves the additional leave, the employee may use some of his/her accrued sick leave, provided the employee has a minimum of 90 hours of sick leave.

2. **Funeral Leave:** An employee shall be granted up to three (3) hours of funeral leave, as needed, to attend the funeral of a NOLS employee or former NOLS employee, subject to scheduling feasibility and approval of the employee's supervisor.

3. Administration

The Library Director is responsible for administering this policy.