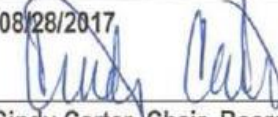


Grant County Personnel Policy

DATE ISSUED: 08/28/2017	EFFECTIVE DATE: 08/30/2017
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	08-28-17 Date Signed
LAST REVISED: 10/12/2016	CONTACT: Human Resources

816 – Bereavement Leave

816.1 Full-time and Part-time employees regularly scheduled to work eighty (80) or more hours per month are eligible for up to twenty-four (24) hours of paid Bereavement Leave when a death occurs in the family. The amount of pay employees will receive when on Bereavement Leave will be based upon the amount of regular hours scheduled to work. Overtime hours will not be included in the calculation.

816.2 For Bereavement Leave, family is defined as: the employee's spouse, sibling, parent, child/stepchild, in-law, or any other relative or member living in the employee's household.

816.3 Bereavement Leave may be taken in as small of increments as necessary (no less than ½ hour); employees are asked to please exercise good judgment.

816.4 A Leave Request & Authorization Form must be submitted for Bereavement Leave.

816.5 Bereavement Leave may be used in the case of loss of a family member. Earned annual leave, compensatory time or sick leave, at the employee's option, may be used for approved additional days for bereavement.

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