Benefits

Non Unit Professional

Bereavement Leave

Bereavement leave without loss of pay for a maximum of seven (7) days at the option of the employee within thirty (30) calendar days from the date of said death for the death of spouse, child or step-child. In the event of the death of a parent, step-parent, brother, step-brother, sister, step-sister, grandparent, grandchild or parent of a spouse or person permanently residing in the immediate household, an employee shall be entitled to leave without loss of pay for a maximum of four (4) consecutive working days. In the event of the death of an employee’s son-in-law or daughter-in-law or of the spouse’s brother, sister, grandparent or grandchild, a maximum of two (2) consecutive working days shall be available for use by an employee. In the event of the death of an employee’s aunt, uncle, cousin, one (1) day of paid bereavement leave shall be granted.

In the event that the interment of, or memorial service for, any of the above-named relatives is to occur at a time beyond the bereavement leave granted, the employee may request to defer one of the days to the later date. Such request shall be made at the time of notification. The immediate supervisor should be notified as soon as possible regarding the circumstances.