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**CITY OF FOREST ACRES**

**Bereavement Leave Policy**

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I. Policy

Approval:  Date: 2/10/15  
City Administrator

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## **Bereavement Leave Policy**

### **I. Policy**

An employee may take up to two (days) of paid Bereavement Leave to attend the funeral of a member of his /her immediate family. Immediate family for purposes of the bereavement policy includes spouse, parent, child, grandparent, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law and sister-in-law, step-parents, step-children, and step- brothers and step-sisters (but only when the employee and the deceased had lived together regularly in the same household at or prior to the time of death). The City may require proof of relationship and attendance at the funeral.

Employees may be excused from work to attend the funerals of other family members or unrelated persons at the discretion of their supervisor, but such absences are charged to accrued annual leave.