

	City of Cedar Park Human Resources Policy Manual		
	Bereavement Leave		
	Number: E-5	Revision: 2	Effective Date: 10/01/2022

1.0 Policy

The City provides all regular employees with bereavement leave in the case of death in the immediate family.

2.0 Procedure/Rule

- 2.1 A regular full-time employee, scheduled to work 40 hours per week, shall be granted bereavement leave with pay for a period not to exceed three days or 24 working hours in case of death in the immediate family.

A regular full-time employee, scheduled to work 30 but less than 40 hours per week, is eligible for up to 18 hours of bereavement leave in case of death in the immediate family.

A shift fire fighter is eligible for up to 36 hours of bereavement leave in case of death in the immediate family.

A regular part-time employee, normally scheduled to work at least 20 hours per week, is eligible for up to 12 hours of bereavement leave in case of death in the immediate family.

- 2.2 This leave shall not be charged against sick leave or vacation leave.
- 2.2.1 In a case where additional leave is needed to travel to, attend and travel from the funeral, or to attend to personal business, an employee may use accrued sick, vacation, compensatory or holiday leave. Sick leave may be used for up to the employees regularly schedule work hours in a week, for such purposes.
- 2.3 A supervisor may require proof of funeral attendance, relationship to the deceased and/or the death of the close relative.
- 2.4 Immediate Family. For the purpose of this policy, immediate family is defined as the employee's spouse, son, daughter, mother, father, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, or the 'step' versions of these relationships, or any relative living in the employee's household.