

#### **5.004 Bereavement Leave**

In the event of death in the immediate family\* or any other than the immediate family with whom the employee resides an employee may be granted one to three days of paid leave with the permission of the Division Director. If additional leave is required due to unusual circumstances, the Executive Director, upon application by the employee, may grant additional days.

Staff shall also be granted one (1) paid leave day per annum to attend the funeral of someone not included in the definition of immediate family.

\*Immediate family typically includes parent, spouse, child, sibling, in-law, grandparent or grandchild.

ADOPTED:	April 25, 1991
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