**SECTION:** **LEAVES**

**POLICY:** Emergency Bereavement **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to define the conditions under which regular full-time employees and shift firefighters may be granted emergency leave with pay for the death of an immediate family member.

**APPLICATION:**

This policy applies to all regular full-time employees and shift firefighters employed by the organization.

**DEFINITIONS:**

1. Emergency Leave: Paid leave granted to employees for personal emergencies such as the death of an immediate family member.
2. Immediate Family Member: The following persons are considered immediate family members for the purpose of emergency leave:
	1. Spouse
	2. Parents, parents-in-law, stepparents, stepparents-in-law
	3. Grandparents, grandparents-in-law
	4. Children, stepchildren
	5. Grandchildren
	6. Siblings, stepsiblings, siblings-in-law

**PROCEDURES:**

1. Leave Entitlement for Regular Full-Time Employees: Regular full-time employees may be granted up to twenty-four (24) business hours of emergency leave with pay for the death of an immediate family member.
2. Leave Entitlement for Shift Firefighters: Shift firefighters will be granted up to thirty-six (36) hours of emergency leave with pay for the death of an immediate family member.
3. Approval for Non-Immediate Family Members: If the deceased person is not listed as an immediate family member, approval must be obtained from the City Manager.
4. Use of Emergency Leave During Paid Time Off: Employees may use emergency leave in place of other types of leave if the emergency occurs during scheduled paid time off periods.