

**Bereavement Leave:**

1. The leave provided for bereavement shall be limited to a maximum of five (5) days leave within a twenty (20) day period for each case of absence caused by death in the immediate family.
2. Immediate family is defined as spouse, domestic partners, parents, step-parents, guardians, grandparents, brothers, sisters, step-brothers, step-sisters, children, step-children, in-laws and grandchildren.
3. Bereavement leave shall not be accumulative.
4. Bereavement leave limited to one (1) day of leave with pay is hereby provided in case of absence caused by death of
  - a.) A close friend or
  - b.) A relative not included in the "immediate family".
  - c.) The single-day bereavement leave provided in this paragraph is limited to three (3) Occasions per year.
  - d.) Such leave is not accumulative.
5. Bereavement leave shall be taken in whole-day or half-day increments.

Adopted: 11-28-2016