

Warren-Newport Public Library District **Staff Manual**

309 Bereavement Leave

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An employee who wishes to take time off due to the death of an immediate or extended family member should notify his or her supervisor immediately.

Up to five (5) prorated consecutive workdays of paid bereavement leave for an immediate family member and one (1) prorated workday of paid bereavement leave for an extended family member will be provided to eligible employees in the following classifications:

- Regular full-time employees
- Regular part-time employees
- Part-time employees

The Warren-Newport Public Library District (WNPLD) defines "immediate family member" as the employee's spouse and anyone in any of the following relationships to the employee or the employee's spouse: parent, child, sibling, child's spouse, grandparent, grandchild, great-grandparent, great-grandchild, or legal guardian.

WNPLD defines "extended family member" as the employee's blood or adopted relative outside of the immediate family.

Bereavement leave will be calculated as follows: the employee's "normal weekly hours" divided by five (5) days per week equals one (1) workday.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will be granted unless there are unusual business needs or staffing requirements.

An employee may, with his or her supervisor's approval, use any available paid leave for additional time off he or she needs with bereavement leave.

The Executive Director may grant bereavement leave to an employee after the death of a person whose association with the employee was similar to any of the above family member relationships.