

<b>COUNTY OF WASHINGTON Pennsylvania</b>	<b>Bereavement Leave Policy</b>	<b>PAGE: 1 OF 2</b>
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**PURPOSE/SCOPE**

The purpose of this policy is to define the procedure pay policy for paid time off for employees in the event of a death of a family member. This policy applies to all employees of the County, unless conflicts with the provisions of any applicable law or collective bargaining agreement. In the event of such a conflict, this policy is not intended to override any law or provisions of their collective bargaining agreement.

**POLICY**

In the event of the death of an immediate family member, employees identified as eligible for paid time off may take a maximum of four (4) consecutive scheduled working days off, one of which must include the day of the funeral or memorial service. Immediate family shall include: father, step-father, father-in-law, mother, step-mother, mother-in-law, legal guardian, spouse, brother, step-brother, sister, step-sister, child, step-child, daughter-in-law, son-in-law, grandparents, and grandchildren.

An employee may be granted two (2) consecutive scheduled working days off, one of which must include the day of the funeral or memorial service; in the event of the death of an aunt, uncle, nephew, niece, brother-in-law, or sister-in-law of the employee or the employee's spouse.

If additional unpaid time is needed to take care of personal affairs, the employee must request the time off in writing to their supervisor.

If a holiday occurs during a period of bereavement leave, then the day will be treated as a holiday. Time paid shall not be counted toward overtime calculations. No employee will be excused with Bereavement pay when the death of a family member occurs during an employee's vacation or personal leave.

Employees who are on a continuous leave of absence (FMLA) are not entitled to bereavement leave benefits. Employees still within their probationary periods per County policy or collective bargaining agreement, are not eligible for bereavement leave benefits.

**PROCEDURES**

An employee must notify his or her immediate supervisor or department head of the need for time off due to the death of a family member as defined above. The Bereavement Leave Request Form should be submitted to the employee's supervisor as soon as they know they will need the leave. However, Washington County recognized that an employee with a death in their family undergoes a great deal of stress during times like these and will accept the form immediately after returning from leave. The form must be approved by both your supervisor and your Human Recourses representative. Additionally, employees must provide proof of death documentation with the Bereavement Leave Request Form i.e. obituary, death notice, funeral pamphlet etc.

**INTERPRETATION and CONTROL**

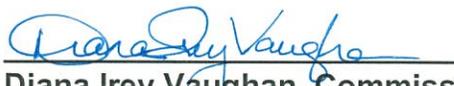
The Human Resources Department is responsible for the overall interpretation and administration of this policy.

The Board of Commissioners is responsible for the ultimate authorization and control of this policy and will implement this policy following adoption.

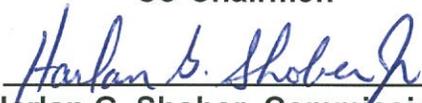
ADOPTED this 16<sup>th</sup> day of June, 2016, per minute.  
Ratified: Minute # 1018 Dated 6/16/16

**COUNTY OF WASHINGTON**

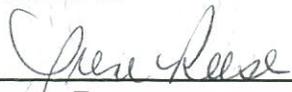
  
\_\_\_\_\_  
Larry Maggi, Commissioner

  
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Diana Irey Vaughan, Commissioner

**Co-Chairmen**

  
\_\_\_\_\_  
Harlan G. Shober, Commissioner

**ATTEST:**

  
\_\_\_\_\_  
Irene Reese  
Chief Clerk

**Approved as to Form and Legality:**

  
\_\_\_\_\_  
Lynn DeHaven  
Solicitor

  
\_\_\_\_\_  
Kathleen M. Bali  
Director of Human Resources