

SOUTHERN STONE COUNTY FIRE PROTECION DISRICT

TITLE: Bereavement Leave

REVISED: 05/15/2008

POLICY: # 1700.11

APPLIES TO: All Full Time Personnel

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Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 3 days of paid bereavement leave will be provided to eligible employees in the following classification(s):

Regular full-time employees

Introductory employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor's approval, use any available paid leave for additional time off as necessary.

Southern Stone County Fire Protection District defines "immediate family" as the employee's spouse, parent, child, or sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.