



CHAPTER: Leave Benefits

SUBJECT: Bereavement Leave

POLICY NUMBER: 4.708

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RELATED POLICIES:

ENABLING RESOLUTION:

REVISION DATE(S):

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DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES

SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One.

I. Purpose

The purpose of this Policy is to inform Sedgwick County employees of the County's Bereavement Leave Policy.

II. Policy

- A. Employees will be allowed bereavement leave for the death of a husband, wife, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, mother, mother-in-law, father, father-in-law, grandchildren, grandparents, grandparents-in-law, step-mother, step-father, or step-children of a current marriage. All other relatives are excluded from this Policy. Fire Union employees shall consult their Union Contract.
- B. Bereavement leave shall be limited to twenty-four (24) working hours for each death and shall be given with regular pay. Fire District employees working on a fifty-six (56) hour schedule will be limited to twenty-five and one-half (25.5) working hours for each death and shall be given at regular pay. EMS employees will be limited to twenty-seven (27) working hours for each death and shall be given at regular pay. Sheriff employees will be limited to twenty-five and one-half (25.5) working hours for each death at regular pay.
- C. Employees will be allowed two (2) hours leave to attend the funeral of a co-worker. Division Directors, Department Heads and Elected Officials will have the right to limit the number of employees to ensure and maintain departmental operations.
- D. An employee who serves as a Pallbearer for a co-worker shall be allowed four (4) hours leave for the funeral.
- E. Leave is normally to be taken within two weeks unless there are circumstances where

the services are more than two weeks after the death. Whether the leave should be taken in consecutive days is at the department's discretion.

III. Procedure

The hiring authority shall code bereavement leave on the time sheet as required.