

## IV. LEAVES OF ABSENCE

### B. BEREAVEMENT LEAVE

Full-time, regular employees who have a death (or an illness or injury in which death is imminent) occur in the immediate family may be granted a leave with pay for the purpose of attending to the death, injury, or illness, in accordance with the following guidelines:

An employee may take up to forty-eight (48) hours of bereavement leave in each calendar year. Fire Medical personnel working 24-hour shifts may take up to ninety-six (96) hours of bereavement leave per calendar year.

Immediate family includes employee's spouse (same sex legally married, opposite sex legally married, common law and domestic partner), child (including adult and foster), parent, sibling, grandparent, grandchild, corresponding in-law or "step" relation. In addition to these family members bereavement leave may be used for any other family member permanently residing under the same roof as the employee.

Requests for bereavement leave should be made to the employee's supervisor, subject to approval by the Department Director.