



<b>SUBJECT:</b> Bereavement Leave	<b>EFFECTIVE:</b> October 2007 <b>REVIEWED:</b> May 2011, September 2019, September 2022 <b>REVISED:</b> November 2023
<b>CATEGORY:</b> 200 (Personnel) <b>POLICY NUMBER:</b> 200.04	<b>CROSS REFERENCE:</b> Family and Medical Leaves 200.20

**Purpose**

To allow employees time to grieve, attend the funeral, or make necessary arrangements in the event of the death of a family member as defined below.

**Definitions**

**Immediate family member:** The spouse and the following relatives of the employee, spouse, or spousal equivalent: children, stepchildren, parents, stepparents, and any relative living in the employee’s immediate household.

**Other eligible family members:** The following relatives of the employee, spouse, or spousal equivalent: siblings and their children, grandparents, grandchildren, stepsiblings, parents’ siblings, and any other family member covered by the Oregon Family Leave Act (OFLA).

**Spousal Equivalent:** A person living in a committed co-habitation relationship where both parties share responsibilities for finances and other major decisions.

**Scope**

All regular status employees. Negotiated contract language prevails for represented employees.

**Policy**

For purposes described above, employees will be granted up to five (5) days’ bereavement leave with pay in the event of the death of an employee’s immediate family member. For other eligible family members, the employee will be granted up to three (3) days’ bereavement leave with pay. Bereavement leave must be used within sixty (60) days of the date the employee learned of the death. Exceptions may be made for memorial services scheduled further in the future. Employees may be eligible for additional bereavement leave under the Oregon Family Leave Act (OFLA) for a total of two weeks; this leave may be taken as paid leave using the employee’s leave accruals or unpaid leave. City paid bereavement leave and OFLA bereavement leave run concurrently.

**Guidelines for Use**

Time off for bereavement leave in the amounts listed above is in addition to other leave accruals. Any time off in excess of that listed above for the death of a family member must be approved by the supervisor and requires the employee to use their leave accruals except for sick leave, unless the

family member qualifies under OFLA bereavement leave, in which case employees may access their sick leave accruals.

### **Responsibilities**

#### **Employees:**

- Notify the supervisor when there is a need for bereavement leave.
- Note the time as such when reporting hours worked.