

POLICY TITLE: Bereavement Leave

ADOPTED/LAST REVISION: Revised 8/10/1999; 4/21/22; 12/19/24

**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the Everett Roehl Marshfield Public Library reserves the right to amend this manual at any time subject only to approval by the Library Board.**

In the event of a death in the immediate family or death of a relative of a regular full-time or regular part-time employee, the employee may request funeral leave from their immediate supervisor or the supervisor in charge. Upon such a request, employees will be granted bereavement leave with pay for the purpose of arranging for and attending the funeral. Days taken as bereavement leave must be noted on the schedule and entered into the timekeeping system as funeral leave and within the comments section of the request, note the relationship to the deceased. The Library shall allow bereavement leaves, for the amount of time specified in the following situations:

- A. Up to three (3) days at full pay for the death in the immediate family.

Immediate family for the purposes of this section shall include: the employee's spouse, children, step-children, foster children, guardian, mother, father, mother-in-law, father-in-law, step-mother, step-father, brother, sister, son-in-law or daughter-in-law or the person designated in writing by the employee as a family partner, and that designated family partner's: children, step-children, foster children, guardian, mother, father, mother-in-law, father-in-law, step-mother, step-father, brother, sister, step-brother, step-sister, son-in-law or daughter-in-law.

- B. One (1) day at full pay for deaths of relatives.

Relatives for the purposes of this section shall include: the employee's grandmother, grandfather, grandmother-in-law, grandfather-in-law, grandchild or great-grand-parent or the person designated in writing by the employee as a family partner, and that designated family partner's grandchild, grandmother, grandfather, or great-grandparent.

- C. An employee who is a volunteer for a veteran service organization that performs military honors at funeral services will be allowed paid bereavement leave to perform their duties for up to 24 hours annually to be taken in increments of a quarter (0.25) of an hour. The employee must inform the Library Director and Human Resources of their volunteer status and the service organization they work for prior to submitting a request to use any time. A request shall be made to the Department Head, verbally or in writing, as soon as the employee is notified of the need to perform military honors.
- D. Employees may be allowed to use paid time off (vacation, compensatory time, or personal holiday time) to attend the funeral of a deceased employee, alderman, or mayor. The Library Director will determine how many employees will be needed to staff the Library.

If additional time is needed for travel or funeral arrangements for immediate family members or relatives as defined in A and B above, employees would be allowed to utilize up to three (3) sick days over the course of a calendar year with approval from the Library Director.

All the above defined bereavement leaves shall be granted at straight time rate and shall not create overtime based upon the employee's regularly scheduled workday between the date of the death and the funeral/celebration of live. Documentation of the event may be requested by the Library Director.

Absences taken for any reason other than the above shall fall under the Library Attendance Policy 4.350.

Reference: City Policy 3.540