

Buffalo & Erie County Public Library

PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Bereavement Leave

CHAPTER: VII

SECTION: 10

EFFECTIVE DATE: 1/81

REVISION DATE: 4/91, 8/06, Modified for the B&ECPL effective 1/1/15, 11/14/18

I. STATEMENT OF POLICY

All full-time and regular part-time employees who are on active pay status and who experience a death in their immediate family or of another relative who is an actual member of the employee's household may be entitled to bereavement leave. Employees should refer to their respective bargaining agreements to define "immediate family."

II. GUIDELINES

A. Use of Bereavement Leave

1. Employees who have a qualified death in the family will not be required to report to work for any work shift for which he/she would otherwise be regularly scheduled during the period of bereavement leave set forth in their collective bargaining agreement or benefits package.

2. The employee will receive straight time pay for any such regularly scheduled shifts not worked during the bereavement period.
3. When the bereavement period is five (5) consecutive calendar days immediately following such death:
 - a. If, after reporting to work, the employee is notified of a death in the family, he/she will be permitted to leave work immediately without loss of pay for the balance of the day. This day will not be counted as one of the days of bereavement leave granted under the applicable bargaining agreement.
 - b. If a death in the family occurs prior to the employee's work shift and he/she does not report to work the shift, that day will be counted as one of the bereavement days provided by bargaining agreement.

B. Reporting Bereavement Leave

1. Upon receiving notification of the death of a family member (or other qualified person), the employee should call the department head or designee and notify him/her of such death.
2. Upon returning to work following bereavement leave, the employee must complete a Request for Leave of Absence form (PO-18) and must attach to it documentary evidence of the death or attendance at funeral. (A death notice from a newspaper, a memorial card from a funeral home, or a death certificate are commonly accepted as documentation of death).

3. Upon receipt of the completed leave of absence request form and appropriate documentation, the department head or designee approves the request form and enters the appropriate number of days with pay on the employee's timesheet.

C. Bereavement Leave and Other Forms of Leave

1. Bereavement leave will not be granted to any employee during a period of either paid sick leave or Leave Without Pay. In those instances where an employee is on excused Leave Without Pay or on excused sick leave with pay and a qualified death in the family occurs, the employee will be charged with sick leave or Leave Without Pay, as appropriate, for the period of time for which this leave was previously approved. Bereavement leave will then be granted for the remainder, if any, of the eligibility period.
2. Bereavement leave will be granted to an employee who is on vacation leave, personal leave, and/or compensatory leave at the time of a qualified death. Said employee shall suffer no loss of any of the aforementioned leave credits during the period of bereavement leave.

D. Non-Qualifying Events

1. Employees who wish to attend the wake, funeral, or memorial service of someone other than a qualifying family member under this policy during work hours must utilize personal leave, vacation, compensatory, or unpaid time.

2. In such cases, the normal request notification period may be waived, subject to the approval of the department head or his/her designee.
3. While every effort will be made to permit employees to attend such services, approval will be subject to departmental staffing needs.