

Reference Section 6.4 of the Henderson County Employee Handbook

Bereavement Leave / Funeral Leave

You are entitled to a period of bereavement up to three (3) consecutive days at regular pay (not including overtime) with no deduction from your other leave balances due to the death of any of these relatives: parent, step-parent, foster parent, parent-in-law, child, spouse, brother, brother-in-law, foster brother, step-brother, sister, sister-in-law, foster sister, step-sister, grandparent, son-in-law, daughter-in-law, grandchild, or other person who resides in the same household.

In addition, subject to the approval of your supervisor, you may use up to three (3) additional consecutive work days of sick leave, totaling six (6) days of leave. If no sick leave remains, you must use compensatory time or take vacation leave. If no vacation leave remains, you must take unpaid leave for these additional days.

Any bereavement period that is expected to go over the six (6) work day limit requires approval from your supervisor and you must use your vacation leave.

Your supervisor will make the final decision on the number of approved days for bereavement leave based on factors such as required travel and level of involvement in funeral arrangements. Other factors may also be considered.

Death of any other person: You may use up to three (3) consecutive days of accrued sick leave for the bereavement of other persons significant in your life not listed above. If no sick leave remains, you must use compensatory time or take vacation leave. If no vacation leave remains, you must take unpaid leave. As stated above, your supervisor will make the final decision on the number of days approved for this leave.

Bereavement leave must be documented on your timesheet in the "holiday" column, with the notation of "bereavement leave" in the comments section.