

**CITY OF FRISCO PERSONNEL POLICIES**  
**SECTION 8**  
**LEAVE**

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**Section 8.10:**      **BEREAVEMENT LEAVE**

**Date:** 12/7/04

**Approved by:**      **Ordinance No. 04-12-80**

**Revision Date:**

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**I.      STATEMENT OF PURPOSE:**

The purpose of this policy is to identify the rules and procedures with regard to the use of bereavement leave. Bereavement leave is intended for the purpose of allowing an employee time to attend to the immediate needs of the situation.

**II.     ELIGIBILITY:**

All full and part time employees are eligible for paid bereavement leave from the first day of employment. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor's approval, use any available vacation time for additional time off as necessary.

**III.    MAXIMUM BEREAVEMENT LEAVE:**

While there is no accrual of bereavement leave, each regular full time employee will be eligible for up to three (3) working days of leave per occurrence. Regular part time employees will be eligible for a maximum of twelve (12) hours of leave per occurrence. Firefighters assigned to a 24-hour shift will be eligible for a maximum of 36 hours per occurrence.

Up to five working days of bereavement leave will be granted for the death of a child, spouse, or parent (as defined by the Family Medical Leave Act).

Full and part time employees will receive pay for each hour of bereavement leave used within the maximums set above. Paid leave does not include any special forms of compensation, such as incentives, commissions, bonuses, overtime, or shift differentials.

**IV.    APPROPRIATE USE OF BEREAVEMENT LEAVE:**

Bereavement leave may be used by an employee in the case of the death of:

**Consanguinity (Blood Relationships) and Adoptive Relationships**

<b>First Degree</b>	<b>Second Degree</b>
Mother	Grandparent
Father	Grandson
Daughter	Granddaughter
Son	Uncle
Brother	Aunt
Sister	First Cousin
Legal Guardian or Ward	Niece
	Nephew

**Affinity (Marriage Relationship)**

<b>First Degree</b>	<b>Second Degree</b>
Wife	Brother-in-Law
Husband	Sister-in-Law
Son-in-Law	Spouse's Grandparent
Daughter-in-Law	Step-Grandparent
Mother-in-Law	Stepsister
Father-in-Law	Stepbrother
Stepmother	
Stepfather	
Stepson	
Stepdaughter	

**V. PROCEDURES:**

- A. Notification** - Employees who wish to take time off should notify their supervisor immediately.
- B. Documentation** - A Department Director may require the employee provide documentation for a bereavement leave request.

**VI. LEAVE SUBSTITUTION:**

If additional days of leave are requested to take care of family needs in conjunction with a death in the family, then appropriate leave pursuant to *Vacation Leave* or *Sick Leave* policies is to be used prior to the authorization of unpaid leave.