

## CITY OF HEALDSBURG ADMINISTRATIVE DIRECTIVE

**SUBJECT:** BEREAVEMENT LEAVE

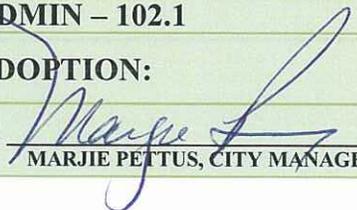
**NUMBER:** ADMIN – 102.1

**EFFECTIVE DATE:** JANUARY 1, 2012

**COUNCIL ADOPTION:**

**AMENDS/SUPERSEDES:**

**APPROVED:**

  
MARJIE PETTUS, CITY MANAGER

### POLICY ON BEREAVEMENT LEAVE

**Subject:** Bereavement Leave

**Purpose:** To establish and define the criteria under which bereavement leave shall be administered and paid.

**General Policy:** The City of Healdsburg provides bereavement leave for employees who have suffered the loss of a member of their immediate family. Time off for bereavement leave may vary for each bargaining unit, however, the following shall establish general procedures for how bereavement leave is administered and approved.

**Provisions:**

The amount of time off allowed for bereavement leave shall be determined by applicable Memoranda of Understanding.

The definition of “immediate family” may vary for each bargaining unit and shall be applied as stated in the applicable Memoranda of Understanding.

When an employee learns about the death of an immediate family member and needs to take time off, the employee must notify his/her supervisor immediately.

The City reserves the right to request documentation (death certificate, obituary, etc.) when bereavement leave has been requested and granted.

**Definitions:**

In the event the applicable memorandum of understanding does not provide a definition, “immediate family” shall be defined as the following relatives to either the employee or spouse: spouse, child (including foster child or ward of the court), parent, grandparent and sibling. The definition shall also include aunt, uncle, cousin and significant other for the employee only.

“Significant Other” shall be defined as: A domestic partner and adult with whom the employee shares an exclusive relationship and who co-habitates with the employee. In order for bereavement leave to be paid under this provision, the employee may be required to provide documentation that the employee and the significant other co-habitated.

### REVIEW AND REVISION

The City of Healdsburg reserves the right to rescind and/or amend this and all City policies, at any time.