



POLICY #3405 Bereavement Leave

EFFECTIVE DATE 1/1/2024

VERSION # 2

DATE OF LAST REVISION 12/07/2023

NEXT REVIEW DATE 1/1/2026

APPLIES TO

Division Districtwide

Sub-Division Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	01/01/2024	Change to language and eligibility factors per SB 848 and AB 1949	Michelle Niven

TERMS AND DEFINITIONS

TERM	DEFINITION
Part-Time	Any employee that works less than 40 hours per week
Full-Time	Year-round employees working 40 hours per week.

PROCEDURE

Full time employees: In the event of a death in the immediate family of a full-time employee, the employee shall, upon request, be granted up to forty (40) hours bereavement leave with pay to make arrangements without charge to his/her accumulated sick leave credits or vacation eligibility. Bereavement leave shall be utilized at the employee's discretion but must be used within six (6) months of the reported death..

If additional bereavement leave is necessary, the employee may use accrued sick leave or vacation or take an authorized leave without pay, subject to the approval of the employee's immediate supervisor and the General Manager.

Part time employees: In the event of a death in the immediate family of a part-time employee, the employee shall, upon request, be granted up to forty (40) hours bereavement leave time without pay. Employees can use their existing sick leave hours to cover a portion, or all of the bereavement leave. Bereavement leave must be completed within three (3) months of the date of the death. The leave does not need to be taken concurrently.

For the purposes of this section, the immediate family shall be restricted to father, mother, spouse, registered domestic partner, child, brother, sister, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law.

Reproductive related bereavement leave is available to any person who has been employed for at least 30 days and suffered a reproductive loss. Part-time employee reproductive bereavement leave is without pay.

Policy #3405 – Bereavement Leave


Each reproductive loss entitles the employee another right to take leave, up to a max of 20 days in a 12-month period.


Leave is available to the person, person’s current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy.


Reproductive loss is:


- Miscarriage
- Stillbirth
- Unsuccessful assisted reproduction (in vitro)
- Failed adoption
- Failed surrogacy
- Reproductive loss event equals the day of, or for a multiple day event, the final days of a failed surrogacy, miscarriage, stillbirth or unsuccessful assisted reproduction.

Authority: Senate Bill 848; Assembly Bill 1949; Board of Directors

Michelle Niven 
Author (print and sign)


Date


Annabel Grimm
General Manager


Date

Approved by the Board of Directors on: **January 25, 2024**