

## APPENDIX "B"

## APRIL 13, 2021 BOARD OF SUPERVISORS AGENDA

**EFFECTIVE APRIL 19, 2021****SECTION 600 - PAID ANNUAL AND BEREAVEMENT LEAVES**621 Bereavement Leave

The following applies to all management, unrepresented, and represented employees unless otherwise agreed to in applicable MOU.

621.1 ~~An~~ Each employee occupying a full-time, permanent position shall be eligible for paid Bereavement Leave up to a maximum of twenty-four (24) working hours per bereavement for the death of a qualifying relative defined as the employee's: Husband, wife, parent, brother, sister, child, grandparent, or grandchild, or the corresponding relations by affinity. Employees who work less than 80% of a full-time position shall be eligible for up to twelve (12) hours of paid Bereavement Leave per bereavement for the death of a qualifying relative. All leave must be requested, approved and completed within six months of the qualifying relative's death. If the leave hours requested are non-consecutive, they must be used within thirty (30) days from the start of the leave.

621.2 A qualifying relative shall be defined as the employee's: legally recognized spouse, mother, step-mother, father, step-father, brother, step-brother, sister, step-sister, child, step-child (including California Health and Safety Code, Section 102950), grandmother, step-grandmother, grandfather, step-grandfather, grandchild, or step-grandchild. Also qualifying shall be an employee's corresponding relative through their legally recognized spouse: spouse's mother, spouse's father, spouse's brother, spouse's sister, spouse's child, (including California Health and Safety Code, Section 102950), spouse's grandmother, spouse's grandfather, or spouse's grandchild.

621.3 Employees granted Bereavement Leave shall only be paid for any work hours regularly scheduled but not worked. For example, an employee who regularly has Fridays off is not eligible to use Bereavement Leave on a Friday.

621.4 Employees must maintain active payroll status to be eligible for Bereavement Leave. Active payroll status is defined as receiving any type of pay from the County (e.g. Annual Leave, Sick Leave, Vacation). If an employee is not receiving any pay from the County, they are deemed to be on inactive payroll status and not eligible for Bereavement Leave (e.g. unpaid leave of absence). Employees may substitute Bereavement Leave for available Annual Leave when integrating with State Disability Insurance.

621.2 621.5 Employees may request use of Annual Leave when the employee desires additional time off for bereavement-related purposes. Approval by the Department of total Bereavement Leave hours permitted (including any additional Annual Leave requested) will be based on operational need. In determining the number of hours to be permitted for a Bereavement Leave, the Department Head will, in addition to other factors, consider potential interruption of service.

621.3 621.6 ~~An e~~Employees taking Bereavement Leave shall submit a written statement under penalty of perjury on the Leave Request and Certification Form a form provided by the County stating the name of the deceased, date of death, place of death, and relationship to the employee and circumstance showing that the time taken as Bereavement Leave was reasonably necessary in order for the employee to attend to any necessary family obligations.