

Policy Manual

Bereavement Leave Benefit

City of Weiser, Idaho



Bereavement Leave Benefit

The City of Weiser recognizes the profound impact that the loss of a loved one can have on employees and their families. In support of our employees during these difficult times, the City has established a Bereavement Leave benefit to provide paid time off.

The use of “employee” in this policy and the procedures refers to all individuals who are governed, affected, and utilize the material as a part of their employment with the City of Weiser.

If there is an issue it should be reported to the Human Resources Representative/City Clerk or the Mayor.

Guidelines & Procedures

Purpose

The City of Weiser provides paid Bereavement Leave to full time and part time employees up to three (3) days in the event of the death of a member of the immediate family.

- A. Immediate Family Members:** Immediate family members are defined as the spouse, domestic partner, children, stepchildren, mother/father, mother/father in-law, stepparents, sibling, sibling in-law, grandchildren and grandparents.
- B. Eligibility:** All regular full-time and part-time employees are eligible for Bereavement Leave. Temporary employees, interns, and contractors are not eligible for this benefit.
- C. Notification Process:** Employees must notify their immediate Supervisor as soon as possible in the event of a family member's death. The notification should include the relationship to the deceased, date of death, and expected duration of Bereavement Leave.
- D. Documentation:** Employees may be required to provide documentation such as a death certificate or obituary to support their Bereavement Leave request. This documentation will be kept confidential and used solely for the purpose of administering the policy.
- E. Coordination with Other Leave:** Bereavement leave may be taken concurrently with other available leaves, such as sick leave or vacation.
- F. Return to Work:** Employees are expected to resume their regular duties at the end of the Bereavement Leave period. If additional time is needed, employees may discuss options such as using accrued paid time off or taking unpaid leave with their Supervisor.