

Policy: Bereavement

Revision Date: 1/26/15

Effective Date: 1/26/15



- When a death occurs in an employee's immediate family, all regular full time employees may take up to 24 hours off with pay to attend the funeral or make funeral arrangements. Part time employees may take up to 12 hours off with pay. The Town may require verification of the need for the leave.
 - Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Approvals:

Bill Levakis: _____ Date: _____

Adam Dolby: _____ Date: _____

Andy Montanaro: _____ Date: _____