

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE:** Bereavement Leave

**POLICY NUMBER:** 3050

**3050.1** This policy will apply to probationary and regular employees in all classifications.

**3050.2** In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed five (5) days. Bereavement leave is not charged against either sick leave or vacation time. The District Librarian may require certification.

**3050.3** Bereavement leave is based on an eight (8) hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of bereavement leave.

**3050.4** "Immediate family" is defined as being spouse or person assuming the role of a spouse; parents (natural, step or adoptive), children (natural, step or adoptive) including those for whom a guardianship is exercised; grandchildren (natural, step or adoptive) including those for whom a guardianship is exercised; siblings (natural, step or adopted) and sibling's spouse and children; grandparents (natural, step or adopted); father-in-law, mother-in-law, sister-in-law, brother-in-law; son-in-law or daughter-in-law; or, any other person who is a legal dependent of the employee.

Adopted 02/27/2006