



Alamance County

Bereavement Leave

Effective Date: August 1, 2023

Purpose: The County recognizes that a death in the family creates some very difficult times for an employee. In an effort to support the employee during this time and to specify the guidelines involved with granting leave to an employee during this time, the following policy guidelines shall apply:

Process:

(a) The department director may grant a regular, full-time employee up to the following number of days off, depending on the employee's relationship with the deceased:

- Up to 5 working days (40 hours or equivalent to one work week's schedule) of bereavement leave if the relative who passes away is the employee's mother (including step and in law), father (including step and in law), spouse, child (including step), sister (including step), brother (including step);
- Up to 3 working days (24 hours or equivalent to two shifts for employees scheduled for greater than 8-hour shifts) of leave time off for grandparent or grandchild;
- One day (8 hours or equivalent to one scheduled shift) of leave for the employee's aunt, uncle, niece, nephew, or for any other relative living in the same household as the employee;
- For funerals of other relatives, friends, and acquaintances not included above, the employee will be authorized is able to utilize their personal accruals including compensatory time, sick time or other vacation time accruals.

(b) The guidelines specify up to the maximum number of days or hours; however, due to business necessity, the department director may require the employee to return sooner;

(c) If additional time off is requested, a department director or the department director's designee, at their discretion, may grant additional time off; however, this additional time off must be charged to the employee's appropriate county time accruals (sick, vacation, or compensatory) taken off as leave without pay if the employee has no such accruals;

(d) If you are already on an Unpaid Leave or Workers' Compensation, you are not eligible for Bereavement Leave.

(e) If a County employee, appointed official, elected official or someone closely associated with the County passes away, a department director may approve representation at the funeral. Employees who attend by direction of their department director are representing the County therefore, the hours spent at the funeral are hours worked.

(f) A department director will request verification of the absence (i.e., death certificate, newspaper article, etc.) as part of their approval of bereavement pay under this policy.