

## **Leave Benefits - Bereavement**

**Policy Number: 133**

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Cottonwood County is concerned when current employees or their immediate family members experience death. The Human Resources Office will assist employees and their beneficiaries to realize the benefits to which they are entitled.

In case of death to a full-time employee's spouse or children, or any person living in the employee's immediate household, up to five working days off with pay will be provided to attend the funeral and/or to handle matters related to the funeral. Up to three working days off with pay will be provided in the event of death to the parents of the employee, parents of the employee's spouse, the employee's brother or sister.

The employee shall notify the Department Head as soon as possible that a death has occurred.

The specific number of days granted will be determined by employee's closeness of relationship, travel requirements, involvement in details of arrangements or care necessary for other family members. Any length of time to be taken for funeral leave purposes shall be granted after consultation with, and approval of, the Department Head.

In the event the employee is required to make funeral arrangements or when their presence with the family is required, additional time off beyond the five or three-day limit may be granted by the Department Head. This additional time may be charged against vacation leave.

An employee wishing to attend a local or out of town funeral service for any case other than those listed above, may do so without pay, and only with approval of the Department Head or an employee may substitute any accrued personal time, vacation time, or sick leave to compensate for this leave.