JUDICIARY HUMAN RESOURCES DEPARTMENT

FACT SHEET
Administration of Bereavement Leave

(Reference: Policy on Bereavement Leave; Policy on Sick Leave)

GENERAL INFORMATION

- Applies to all employees, except Judges, Law Clerks, contractual and temporary employees, and consultants.
- Bereavement leave is separate from sick leave used for death in the family. Bereavement leave effectively is administrative leave granted to an employee in the event of the death of certain family members. It is not charged against the employee's leave balances.
- An employee may use 2 days of bereavement leave upon the death of the following family members:

Spouse	Foster or step parents of the employee or spouse
Children of the employee	Brothers or sisters of the employee or spouse
Foster children or step children of the employee	Grandparents or grandchildren of the employee or spouse
Parents of the employee or spouse	Sons-in-law or daughters-in-law of the employee

- Sick leave for death-in-family (code 22) also may be used, in conjunction with bereavement leave, in the event of the death of these family members. Code 22 also may be used for the death of other family members. (See the Policy on Sick Leave)
- If an employee requires additional time beyond what is allowed under the Policy on Bereavement Leave and the Policy on Sick Leave, supervisors are encouraged to allow an employee to use annual, personal or compensatory leave for this purpose.

EMPLOYEE'S RESPONSIBILITY

- The employee must notify his or her supervisor immediately of the need for bereavement leave.
- The employee must complete the Bereavement Leave Request Form (on Courtnet) and submit it to the supervisor for approval.
- The employee shall use code 28 on the time sheet for the days covered by bereavement leave.
- The employee must attach the completed and approved Bereavement Leave Request Form to his/her time sheet when it is submitted to the supervisor.

SUPERVISOR'S REPSONSIBILITY

- The supervisor is responsible for approving the use of bereavement leave as appropriate.
- The supervisor is to ensure that the proper coding is used on the time sheet.
- The supervisor is to ensure that the completed and approved Bereavement Leave Request Form is attached to the employee's time sheet when it is submitted to the Payroll/Leave Accounting Unit.

ENFORCEMENT

Any employee who abuses this policy will be subject to disciplinary action, up to and including the termination of employment.

All Human Resources policies and forms are on Courtnet. Consult the Policy on Bereavement Leave or contact the Office of Employee Relations at (410) 260-1732 if you have any questions.

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