

**STATE OF MARYLAND
JUDICIARY**

Policy on Bereavement Leave

I. PURPOSE

To set forth a uniform practice for the administration of bereavement leave for regular employees of the State of Maryland Judiciary.

II. DEFINITIONS

1. **Bereavement Leave** – leave that is granted to an employee (and not deducted from the employee's sick, annual, personal, or compensatory leave) upon the death of certain family members as defined in Section IV.
2. **Sick Leave** – leave earned by an employee based on hours worked that may be used only for an illness or medical care of the employee, and an illness, medical care, or death of certain family members as defined in the Policy on Sick Leave and Section IV of this policy.

III. SCOPE

This policy applies to all employees of the State of Maryland Judiciary except Judges, Law Clerks, and individuals employed as consultants or on a contractual or temporary basis. The administration of this policy is the responsibility of all Judiciary administrators, managers and supervisors responsible for the management or supervision of Judiciary personnel.

IV. POLICY STATEMENT

An employee may use 2 days of bereavement leave and up to 2 days of accrued sick leave (up to 4 days of sick leave if overnight travel is required) upon the death of the following family members: spouse, children of the employee, foster children or step children of the employee, parents of the employee or spouse, foster parents or step parents of the employee or spouse, brothers or sisters of the employee or spouse, grandparents or grandchildren of the employee or spouse, and sons-in-law or daughters-in-law of the employee. (The Policy on Sick Leave governs leave for death of other family members.)

Use of sick leave for bereavement will not be considered a chargeable occurrence of sick leave usage. If an employee requires additional time beyond that specified above, supervisors shall make all reasonable efforts to arrange the work so that the employee may take annual, compensatory or personal leave for this purpose.

V. EMPLOYEE RESPONSIBILITY

The Judiciary expects an employee to conserve and manage the use of leave in such a way as to be prepared to deal with personal and family emergencies and lengthy illnesses without exceeding accrued leave.

An employee must notify his or her supervisor immediately of the need for bereavement leave. A Bereavement Leave Request form (Exhibit 1) must be completed by the employee and approved by the supervisor. In situations where the employee cannot provide an advance written request due to extenuating circumstances, a verbal request to the supervisor may be made and approval may be given by telephone. The Bereavement Leave Request form will be completed upon the employee's return to work. The employee must indicate the anticipated length of absence and the name and relationship of the deceased.

VI. MANAGEMENT RESPONSIBILITY

The supervisor is responsible for approving the use of bereavement leave. It is also the responsibility of the supervisor to ensure that the proper coding is recorded on the employee's time report in order to maintain an accurate record of bereavement leave for each leave accounting year.

VII. ENFORCEMENT

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

VIII. INTERPRETIVE AUTHORITY

The Judiciary Human Resources Department, in consultation with other parties as appropriate, is responsible for the interpretation of this policy.