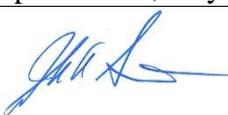


City of SeaTac

Policies and Procedures

Policy Number:	PP 3.05
Policy Name:	Bereavement Leave
Department(s):	Citywide
Effective Date:	April 12, 2017
Supersedes:	March 1, 2011
Prepared by:	Vanessa Audett, Human Resources Manager
Approved by:	Joseph Scorcio, City Manager
Signature:	

Purpose:

The purpose of this policy is to establish uniform guidelines for providing bereavement pay pursuant to SeaTac Municipal Code (SMC) 2.65.080.

Policy:

It is the policy of the City of SeaTac to provide regular full and part time employees of the City with Bereavement Leave with pay for employees to arrange and/or attend funerals of immediate family members and other family members. Bereavement leave is not sick leave or vacation leave; however, sick leave, compensatory time, management leave and vacation leave may be used to extend paid leave beyond approved bereavement leave as eligible and as approved by the employee's supervisor.

A. **Definitions:**

For the purposes of this policy, the following definitions shall be applicable:

1. "**Immediate Family**" is defined as the employee's spouse or State registered domestic partner, parent, step-parent, sibling, child, stepchild, grandparent, grandchild, or the employee's spouse or domestic partner's parent or sibling.
2. "**Other Family Member**" is defined as any other person whose association with the employee was similar to immediate family, such as a significant other or close distant family member.

B. Eligibility:

All regular full time employees are eligible for paid bereavement leave. All regular part time employees are eligible for pro-rated paid bereavement leave. Grandfathered regular part time employees receiving premium pay are not eligible for bereavement leave.

Procedures:

Use of Leave: The following procedures are uniform guidelines for bereavement pay.

1. Immediate Family & Other Family Members – In the event of a death eligible for bereavement pay, the employee is to notify their supervisor immediately. The employee shall document bereavement leave on their timecard for supervisor approval and processing. If proper notification is not given, the employee will not receive bereavement leave. Up to twenty-four (24) hours of paid bereavement leave may be provided as approved by the employee's supervisor. Bereavement leave will not be provided when a death occurs during an employee's unpaid leave of absence. The City reserves the right to request substantiation of any death and/or confirmation of funeral attendance from any employee requesting or receiving paid bereavement leave.
2. Close Friends and Other Relatives – Employees may request the use of vacation, sick, compensatory time, or management leave to attend the funeral service of close friends, former co-workers, and other relatives who do not meet the definitions of immediate family or other family member.
3. Current Employee's Passing – When a current employee of the City passes away, and the funeral service for the deceased employee is scheduled during work hours, employees may request up to eight (8) hours of paid bereavement leave to attend the funeral. Paid bereavement leave may be taken for only the actual time required to attend the funeral service. Employees must receive their supervisor's approval prior to attending such funeral service(s) on City time to ensure the operations of the City shall not be interrupted.

Collective Bargaining Agreement:

Employees covered by a Collective Bargaining Agreement ("CBA") will be subject to the specific terms of those agreements applicable to bereavement leave, which supersede this policy. In the event the CBA does not contain any provision related to bereavement leave, then the affected employees covered by same will be governed by this policy.