


<h2 style="margin: 0;">Campbell County Fire Department</h2> <h3 style="margin: 0;">Policy</h3>		
<p>General Administration</p>	<p><i>Bereavement leave Of Absence</i></p>	 <p>900.406</p>

**PURPOSE:**

Regular full-time employees and regular part-time employees working at least 20 hours per week are eligible for bereavement leave in accordance with the following policies:

- A. Eligible employees will be provided up to twenty-four (24) hours of paid bereavement leave upon the death of a member of their immediate family.
- B. Regular part-time employees will be provided bereavement leave on a pro-rated basis.
- C. For purposes of this policy “immediate family” includes:
  - a. The employee’s spouse, child(ren), step-child(ren), daughter(s)-in-law, son(s)-in-law, parent(s), step-parent(s), sibling(s), step-sibling(s), grandchild(ren), grandparent(s), and legal guardian.
  - b. Also included are the parent(s) and sibling(s) of the employee’s spouse and additional members of the employee’s household.

**SCOPE:**

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

**POLICY:**

- A. An additional sixteen (16) hours of paid bereavement leave may be granted, in unusual or special circumstances, at the discretion of Fire Chief; however, the standard period for bereavement leave is twenty-four (24) hours.
- B. Employees on bereavement leave will be paid their base scheduled hours for the hours of absence. Bereavement is not considered as hours worked in the computation of overtime or compensatory pay.
- C. Upon the approval of an employee’s supervisor, employees may use other banks of applicable paid leave including vacation, holiday, and compensatory time to attend the funeral of a close friend or member outside the immediate family. If no banks of paid time off are available, the employee’s supervisor may approve leave without pay. Employees may be granted bereavement leave to attend the funeral of a fellow Fire Department or County employee who is not a member of the employee’s immediate family at the discretion of the Fire Chief and/or Comptroller.

<p>Initial Approval: March 28, 2007 Revision Date: 3/24/10, 3/16/2011</p>	<p>Page 1 of 1</p>	<p>Sam Saunders, Chairman  ORIGINAL SIGNED</p>
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