

MOHAVE COUNTY SUPERIOR COURT POLICY AND PROCEDURE

TITLE: 8.3 BEREAVEMENT LEAVE

EFFECTIVE DATE: 02/09/2017
REVISED DATE:

Bereavement Leave is paid leave granted to a benefit eligible employee to attend services and handle matters after the loss of an immediate family member of the employee.

- A. Immediate family member is defined as spouse, mother, father, child, stepchild, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents of an employee or grandparents of an employee's spouse.
- B. Department Heads may give special consideration to any other person whose association with the employee was similar to any of the above relationships. It is at the discretion of the Department Head to require documentation as necessary.
- C. Request for bereavement leave must be made as soon as possible and can be approved, modified or denied by the Department Head.

8.31 Length of Bereavement Leave

- A. At the discretion of the Department Head, an employee may be absent with pay for a period of time not to exceed:
 - 1. A full-time employee may be granted up to three (3) business days (24 hours) if services are less than 200 miles away one way.
 - 2. A full-time employee may be granted up to five (5) business days (40 hours) if services are over 200 miles away one way.
 - 3. If additional time is needed, the employee may use PTO or EIB leave upon approval of the Department Head.
 - 4. A 20-31 hour benefit eligible employee shall be granted bereavement leave at 50 percent of the full time employee rate.
- B. Bereavement Leave may not be used in a manner that generates paid hours in excess of the employee's regularly scheduled work week.
- C. Employees on unpaid leave are not eligible for Bereavement Leave.
- D. Bereavement Leave shall not be counted as hours worked for the purpose of computing overtime.