



**CHAPTER: Leave Benefits**

**SUBJECT: Bereavement Leave**

**POLICY NUMBER: 4.708**

**PAGES: 2**

**RELATED POLICIES:**

**ENABLING RESOLUTION: REVISION DATE(S):**  
**143-2005 267-2007 122-2013 3/87 2/88 8/05 12/07 06/13**  
**144-2005 269-2007 183-2013 10/13 12/14 11/16**  
**177-2014 172-2016**

**DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES**

**SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One.**

**I. Purpose**

- A. The purpose of this policy is to provide eligible employees with bereavement leave to grieve and/or have the opportunity to spend time with family following the death of a family member.
- B. The Memorandum of Agreement between Sedgwick County Fire District No. 1 and Local 2612 International Association of Firefighters shall be the controlling authority for benefits pursuant to this policy if in conflict with Sedgwick County Fire District Personnel Policies and Procedures. In recognition of the fact that non-union employees within the Fire District work closely with union employees, in the interest of avoiding salary and benefit compression between union and non-union employees, and to further promote harmony in the workplace, all non-union employees of Fire District No. 1 shall receive the same bereavement leave benefits as union employees pursuant to the Memorandum of Agreement.

**II. Policy**

- A. Employees will be allowed bereavement leave twice per year. Additional bereavement leave may be granted with approval of the County Manager, Deputy County Manager, Assistant County Manager or Elected Official.. The biological mother and father of a baby miscarried at any point in a pregnancy will also be allowed bereavement leave. In the case of a miscarriage, medical information should not be disclosed to the employee's division. If documentation is requested, the employee shall submit to Human Resources. Leave is also allowed for any other individual who stood in loco parentis to the employee. All other relatives are excluded from this Policy. Fire Union employees shall consult their Union Contract.

- B. Bereavement leave shall be limited to twenty-four (24) working hours for each death and shall be given with regular pay. Fire District employees working on a fifty-six (56) hour schedule will be limited to twenty-five and one-half (25.5) working hours for each death and shall be given at regular pay. EMS employees will be limited to twenty-seven (27) working hours for each death and shall be given at regular pay. Sheriff employees will be limited to twenty-five and one-half (25.5) working hours for each death at regular pay.
- C. Employees will be allowed two (2) hours leave to attend the funeral of a co-worker. Department Directors, Division Heads and Elected Officials will have the right to limit the number of employees to ensure and maintain division operations.
- D. An employee who serves as a Pallbearer for a co-worker shall be allowed four (4) hours leave for the funeral.
- E. Leave is normally to be taken within two weeks unless there are circumstances where the services are more than two weeks after the death. Whether the leave should be taken in consecutive days is at the division's discretion.

### **III. Procedure**

The hiring authority shall code bereavement leave on the time sheet as required.