

<b>Policy Number and Title:</b>	111.06 Death in the Family Leave
<b>Policy Section and Chapter:</b>	Human Resources – Approved Leave
<b>Policy Type:</b>	Policy with Admin. Procedures
<b>Last Revision Date:</b>	06/28/2022

**POLICY STATEMENT**

It is the policy of the City of Denton to provide paid leave to regular full-time employees in cases of death of family members, which may be referred to as “bereavement leave”, to allow time for the employee to attend to the needs of the situation. Uses of this leave may include making funeral arrangements and attending funeral services, including travel time.

While there is no accrual of bereavement leave, each regular full-time employee will be eligible for up to three (3) paid working days of bereavement leave per occurrence of the death of a relative.

Up to five (5) paid working days of bereavement leave may be provided per occurrence for the death of a child, parent, or spouse (defined by the Family and Medical Leave Act as an immediate family member) or a domestic partner (defined as an unrelated and unmarried person who shares common living quarters with an employee and lives in a committed, intimate relationship that is not legally defined as marriage).

For the purposes of this policy, “day” will be considered an employee’s regularly scheduled work period (e.g., 8 hour shift = 8 hours; 10 hour shift = 10 hours; 12 hours shift = 12 hours), except for firefighters working a 56-hour workweek. For firefighters working a 56-hour workweek, a “day” shall be considered 12 hours.

**ADMINISTRATIVE PROCEDURES**

I. Definitions:

A. *“Immediate Family Member”* – for the purposes of this policy, it shall mean a child, parent, spouse, or domestic partner.

1. *“Child”* – Means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis or that stood in loco parentis. An individual stands in loco parentis to a child if they have or had day-to-day responsibilities to care for or financially support the child.

2. *“Parent”* – Means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include “parents-in-law.”

3. “*Spouse*” – Means a partner as defined or recognized in the state where the individual was married, including in a common law marriage.
  4. “*Domestic Partner*” – Means an unrelated and unmarried person who shares common living quarters with an employee and lives in a committed, intimate relationship that is not legally defined as marriage.
- B. “*Relative*” – for the purposes of this policy, shall mean a family member with a first or second degree relationship as listed below:
- Sibling (sister, brother)
  - Parent-in-law (mother-in-law, father-in-law)
  - Sibling-in-law (sister-in-law, brother-in-law)
  - Child-in-law (daughter-in-law, son-in-law)
  - Grandparent or Grandparent-in-law
  - Grandchild
  - Uncle or Aunt
  - Nephew or Niece
- II. For each instance of death of a child, parent, spouse, or a domestic partner, all regular full-time employees may be approved for bereavement leave by the immediate supervisor not to exceed five (5) paid working days.
  - III. For each instance of death of a relative, all regular full-time employees may be approved for bereavement leave by the immediate supervisor, not to exceed three (3) paid working days.
  - IV. An employee who wishes to use bereavement leave should notify their supervisor immediately. A department Director may require the employee to provide documentation (e.g. an obituary or funeral service program) for a bereavement leave request.
  - V. Paid bereavement leave must be entered into the City’s time and attendance system (Kronos) with a note stating the relation of the family member to the employee.
  - VI. Regular part-time employees (includes  $\frac{1}{2}$  and  $\frac{3}{4}$  time employees) may be provided up to five (5) days of unpaid leave for each occurrence involving the death of an immediate family member, and three (3) days of unpaid leave for services of relatives other than immediate family. Vacation leave or personal floating holidays may be used at the discretion of the supervisor when appropriately requested by the employee.
  - VII. All employees may be allowed paid leave (without being required to use any of their accrued leave) to attend the funeral services for the death of a fellow employee when the services occur during scheduled work hours. Employee leave for such attendance is conditional

upon supervisor approval and operational needs of the department and City. If paid leave for such a circumstance will extend beyond four (4) hours, it will require approval of the respective Assistant City Manager, Deputy City Manager, or City Manager.

- VIII. Employees may request vacation leave, personal floating holidays or personal leave without pay for the funeral of individuals not covered in this policy.
- IX. Employees on an unpaid leave or continuous Family and Medical Leave (see Policy no. 107.04) status will not receive pay for bereavement leave.
- X. Bereavement leave benefits will not be paid for the same time an employee receives holiday pay, sick leave pay, vacation leave pay, or any other paid leave benefit.
- XI. Bereavement leave hours will not be considered “hours worked” for purposes of overtime and will be paid at the employee’s straight time rate.

**REFERENCES**

- City Policy 107.04, Family and Medical Leave

**REVISION HISTORY**

<b>Revision Date</b>	<b>Policy Owner</b>	<b>Summary</b>
06/28/2022	Sarah Kuechler, HR	• Policy Statement revised by City Council on 06/28/2022;
01/07/2008		• Revised
08/21/1984		• Initial Policy Adoption