

County of Gloucester
Human Resources Manual

CHAPTER:	6 – LEAVE TIME	ADOPTED: 3/7/06
SECTION:	7 – BEREAVEMENT	REVISED: 5/22/24

The County provides bereavement leave to employees. Please consult your appropriate bargaining agreement. The terms of bereavement leave can be found in the appropriate negotiated contract including the total amount of time per year or per occurrence and inclusive family members.

Bereavement leave shall not be charged to sick or vacation leave. Such leave is not cumulative and shall be prorated for part-time employees.

Employees who request an extension of bereavement leave beyond the established number of days shall have such extensions charged to accumulated, unused vacation/sick leave. If an employee has exhausted all vacation/sick leave, extended bereavement leave will be considered as a request for leave of absence without pay.

Reasonable documentation of a death in the employee's immediate family should be produced by the employee if requested by the Employer. Although failure to produce documentation shall not be considered a disciplinary offense *per se*, it is understood that such failure may result in denial of bereavement leave.

Employee:

Communicates requests for bereavement leave to the Department Head as soon as possible.

May be required to submit proof of death.