

## SECTION IV Management &amp; Personnel Policies

## Leave Policies

H. BEREAVEMENT LEAVE: Staff members will be granted emergency leave with pay not to exceed 3 days when absence is required by the death of a member of the immediate family or member of one's household to include:

Spouse	Domestic Partner
Brother	Child
Sister	Mother
Mother-in-Law	Father
Father-in-Law	

A special leave of one (1) working day with pay for the purpose of attending the funeral shall be granted for an employee in the event of the death of the employee's:

Grandmother	Brother-in-Law
Grandfather	Sister-in-Law
Grandchild	Cousin
Aunts	Uncles

Then number of days granted for bereavement leave may be extended with library director's approval. Accumulated compensatory time, annual vacation or sick time may be used if a further extension of time is needed.