

**Description:**

**BEREAVEMENT POLICY**

**Policy Number: 62-179 c 1-3**



# WINNEBAGO COUNTY

Revision Date:

7/10/14

Issue Date:

7/10/14

Page 1 of 2

## I. POLICY

The County recognized that employees experience the loss of family members that may affect their ability to perform their work duties. This policy has been established to afford employees the necessary time to cope with these losses.

## II. SCOPE

This policy applies to every employee of Winnebago County, including elected officials if so adopted. Provided, however, that if there are provisions in a collective bargaining agreement that conflict with the provisions of this policy as applied to an employee subject to that agreement, the agreement shall control.

## III. GENERAL PROVISIONS

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Employees of Winnebago County shall be afforded to up to three (3) consecutive scheduled work days for the purpose of attending the funeral or other related matters involving the death of an immediate family member, as defined in this policy.

Winnebago County defines "immediate family" as current spouse, current partner of civil union, child, step-child, sibling, parent, step-parent (to include a person who stood in "loco parentis" for the employee when the employee was a child.), current mother or father-in-law, current brother or sister-in-law, current son or daughter-in-law, grandparent or grandchild.

Bereavement pay is calculated based on the base pay rate at the time of the absence for standard scheduled hours for each day of leave taken. This pay will not include any special forms of compensation, such as shift differential or weekend premium.

Paid time off, pursuant to this policy, will not be counted as hours worked for purposes of the calculation of overtime.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor's approval, use available paid leave for additional time off as necessary. .

*"It is our mission to provide high quality services and promote a safe community for all people in Winnebago County".*

**Description:**

**BEREAVEMENT POLICY**

**Policy Number: 62-179 c 1-3**



# WINNEBAGO COUNTY

Revision Date:

7/10/14

Issue Date:

7/10/14

Page 2 of 2

In the event of death of a relative other than the employee's immediate family as defined above, an employee may utilize accrued leave, or in the absence of any other eligible accrued leave, an employee may utilize two (2) days leave without pay, unless such absence would unduly interfere with the administrative, personnel or operational needs of Winnebago County.

If Winnebago County has reason to suspect abuse, the County may require satisfactory evidence of the need for such absence. Abuse of this benefit may result in disciplinary action up to and including termination.