



**ORGANIZATIONAL  
POLICY**

**GENERAL ADMINISTRATION  
APPLICATION: All Employees**

|   |                                  |                       |                                 |                         |                           |
|---|----------------------------------|-----------------------|---------------------------------|-------------------------|---------------------------|
| <b>TITLE:</b><br><b>Bereavement Leave</b> | RESOLUTION<br>NUMBER<br>RC16-354 | SUPERCEDE<br>RC01-186 | EFFECTIVE<br>DATE<br>09/20/2016 | SUPERCEDE<br>05/22/2001 | POLICY<br>NUMBER<br>HR-11 |
|---|----------------------------------|-----------------------|---------------------------------|-------------------------|---------------------------|

**INTENT**

It is the intent of the Washtenaw County Board of Road Commissioners to provide employees of the Washtenaw County Road Commission (WCRC) with paid leave for bereavement in the event of the death of an immediate family member.

**ELIGIBILITY**

All regular full-time employees are eligible for bereavement leave.

**GENERAL PROVISIONS**

- A. Bereavement leave will not be deducted from an employee’s annual leave.
- B. An employee, who has a death in his /her immediate family during an annual leave period, must notify his/her supervisor immediately upon receiving notice of the death.
- C. In extenuating circumstances, the Managing Director may grant bereavement leave upon request of the employee for unique situations not addressed in this policy.
- D. Employees may be required to provide proof of relationship to the deceased.

**LEAVE ALLOWANCE**

- A. An employee shall be allowed five (5) working days at the time of death of the following family members:
  - Spouse
  - Child
  - Current Step-Child
- B. An employee shall be allowed three (3) working days at the time of death of the following family members:
  - Parent
  - Current Step-Parent
  - Sibling
  - Current In-Laws (Mother, Father, Daughter, Son)
  - Current Step-Sibling

C. An employee shall be allowed one (1) working day at the time of death of the following family members:

- Grandparents
- Great Grandparents
- Grandchild
- Great Grandchild
- Sister/Brother In-Law
- Aunt
- Uncle
- Someone with whom the employee has a legal guardianship relationship
- Other dependents in an employee's household

## **DEFINITIONS**

A. **Aunt** – Employee's mother's or father's sister.

B. **Uncle** – Employee's mother's or father's brother.