



Los Angeles County Department of Health Services

Policy & Procedure Title:		Bereavement Leave	
Category:	700-799 Personnel Policy	Policy No.:	756.8
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DHS Division/Unit of Origin:	DHS Human Resources		
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Distribution: DHS-wide	<input checked="" type="checkbox"/>	If not DHS-wide, other distribution:	

PURPOSE:

The purpose of this policy is to provide guidelines for employees who are compelled to be absent from duty due to a death in the family.

POLICY:

Any person employed in a full-time, permanent position who is compelled to be absent from duty because of the death of his/her father, mother, stepfather, stepmother, father-in-law, mother-in-law, brother, sister, husband, wife, child, stepchild, grandfather, grandmother, grandchild, domestic partner, domestic partner’s father, mother, stepfather, stepmother, child, stepchild or grandchild, or a stillbirth where a death certificate is issued shall be allowed the time necessary to be absent from work at his regular pay.

For employees represented by SEIU Local 721 and non-represented employees, this provision also includes brother-in-law, sister-in-law, great-grandfather, and great-grandmother.

The intent of this Bereavement Leave provision is to allow an eligible employee to be absent from work for a prescribed number of working days, not hours, except in the case of employees on a job with Title Sub D (Monthly Permanent 9/10 time employees).

Definitions of Working Days for Bereavement Leave Purposes

- For employees on a 5/40 schedule, the working day equals 8 hours.
- For employees on a 9/80 schedule, the working day equals 8 or 9 hours (i.e., whatever number of hours are scheduled for the day that is taken as Bereavement Leave).
- For employees on a 4/40 schedule, the working day equals 10 hours.

The mission of the Los Angeles County Department of Health Services is to ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.

- For employees on 12 hour flex schedules, the working day equals 12 hours.

Bereavement Leave for Full time, Permanent Employees

A full time, permanent employee is allowed up to three working days of bereavement leave, except that an employee who is required to travel a minimum of 500 miles one-way in connection with a bereavement leave may take an additional two working days as bereavement leave.

In addition, employees are allowed to use other paid or unpaid leave if the employee has to travel over 500 miles, if they need additional time off.

Bereavement Leave for Temporary Monthly Employees

A full time monthly recurrent or monthly temporary employee who qualifies for bereavement leave receives 8 hours bereavement leave per year if he or she has completed at least 200 days of active service in the preceding calendar year, and four hours if such employee has completed less than 200 days of active service in the preceding calendar year.

Monthly Permanent 9/10 time employees (Registered Nurses on Title Sub D)

Such employees are allowed 24 hours for each qualifying occasion.

PROCEDURE:

Bereavement Verification Form

The employee must complete and submit to their supervisor the Bereavement Verification form (Attachment I), proof of bereavement, and if applicable, proof of travel within 30 calendar days upon the employee's return to work. The employee's supervisor must keep original documentation and forward copies of the Bereavement Verification form and all supporting documentation to Payroll. Failure to provide this documentation will result in the employee using their own leave benefits to cover an absence taken as bereavement leave.

Proof of Bereavement

Employees must provide acceptable proof to their immediate supervisor to document the death of a qualifying family member for the purpose of bereavement leave. The following documents are acceptable proof of death:

- Death Certificate
- Obituary Notice
- Letter from attending physician, clergyman, or mortician attesting to the death and identifying relationship to the deceased.
- Funeral program

Proof of Travel

If an employee is required to travel a minimum of 500 miles one way, the employee will be eligible to receive two additional working days of Bereavement Leave. In order to qualify for an additional two days, the employee must provide one or more of the following documents as proof of travel:

- Train, airline, bus or boat ticket or boarding pass
- Gasoline receipt showing date(s) of purchase and city(ies) or a credit card receipt
- Hotel/Motel lodging receipt
- Other

Using Bereavement Leave

Bereavement leave need not be taken on three consecutive working days. For example, if an employee takes two working days of bereavement leave at the time of death, he or she may take a third day later to attend the business affairs of the deceased. Any additional time that may be needed beyond the three working-day limit must be charged to Vacation, Personal (Sick) Leave, Comprehensive Time Off (CTO), or Holiday time with prior management approval. **Bereavement leave must be taken within a one-year period from the death of the family member. Bereavement leave can only be taken in full shift increments.**

In the event that two or more qualifying family members die at the same time, the employee receives three or five working days for each qualifying family member, in accordance with this policy.

If a qualifying family member dies while an employee is already off work and using (100% paid leave benefit) Personal Leave, CTO, Holiday time, or Vacation Leave, the employee may substitute the allowed amount of Bereavement Leave in lieu of the foregoing leave types. Except, when the employee is using part pay sick leave, this leave cannot be interrupted with bereavement leave.

The foregoing provisions also apply to Title Sub D employees whose leave is defined in hours rather than working days.

Timesheet

Employees must use event code "025" to account for Bereavement Leave on the Timesheet.

Supervisors/Managers are responsible for monitoring the appropriate use and documentation of bereavement leave. Questions should be referred to Payroll.

ATTACHMENTS/FORMS:

Bereavement Verification Form
Bereavement Verification Form Instructions

REFERENCE(S)/AUTHORITY:

Los Angeles County Code Section 6.20.080 (A)
Labor MOU