

## 5.8 BEREAVEMENT LEAVE

Full-time employees will be granted, at the discretion of the employee's supervisor, up to five (5) consecutive days of paid bereavement leave for members of the employee's immediate family, to wit: spouse, parents, stepparents, parents in law, children, stepchildren, grandchildren, siblings, grandparents, brother-in-law, and sister-in-law. Attendance at funerals of close friends or relatives other than the immediate family is at the discretion of the supervisor. Employees who are pallbearers or involved in the color guard of any funeral will be granted necessary time off, up to a maximum of one (1) day, at the discretion of the supervisor.

Only days absent which would have been compensable workdays will be paid for. No payment will be made during vacations, holidays, layoffs, or other leaves of absence. Payment shall be made based on the employee's regularly scheduled hours of work for the days on which the employee is on leave.