

Policy Guide – “Bereavement Leave”

APPLICATION: Full-time, Quasi Full-Time, Part-time classified employees

BACKGROUND: There is no policy that addresses absences due to bereavement; however, there are various leave categories that may be used.

NARRATIVE: While there is not a separate category of paid leave to cover absences due to bereavement, the Commonwealth recognizes the special needs employees have during periods of this type of loss. Employees should be mindful of the need to reserve appropriate leave time for such instances.

Leave is allotted for this purpose for employees who must make funeral arrangements, attend the services, and handle ancillary responsibilities for family members as defined below. The traditional sick leave plan allots limited sick leave specifically for this purpose. The VSDP plan provides family/personal leave which may be used for this purpose.

Employees may access other appropriate leave balances (annual, compensatory, overtime, or recognition leave) to supplement this time or to attend funerals/make arrangements for non-family members.

Traditional Sick Leave Participants:

May be granted up to six days (48 hours) of sick leave to care for family members, make funeral arrangements, and attend services of family members as noted below.

[Sick Leave Policy 4.55](#)

Family

Employees shall be allowed to use accrued sick leave to take time off from work for the illness or death of an immediate family member. Immediate family members shall include the following:

- parents, including step-parents or persons who stood in place of the parent and performed parental duties and responsibilities;
- spouse as defined *in accordance with Executive Order #30, Marriage Equality in the Commonwealth of Virginia; Policy amended eff. 10/7/14.*
- children, including step-children, foster children, and legal wards;
- siblings, including step-siblings; and
- any relatives, either by blood or marriage, living in the employee's household.

The maximum amount of family sick leave an employee may use for minor or brief periods of disability, or following the death of certain family members (defined above) is limited to 48 total work hours in a leave year.

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Virginia Sickness & Disability Program Participants:

Employees may charge their Family Personal leave allocations and/or other personal leave to care for family members, make funeral arrangements, and attend services of family members (or others). Family/Personal Leave may be used similarly to annual leave.

[VSDP Policy 4.57:](#)

Family/Personal Leave (F/P)	Family/Personal Leave (F/P) may be taken at the discretion of the employee for any purpose (family, illness, attend a funeral, or other personal needs, etc.) provided the employee gives reasonable notice and his/her supervisor approves the absence.
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All leave must be requested and approved by supervisors using agency procedures before it is charged.

ATTENDANCE AT FUNERALS FOR CO-WORKERS/CO-WORKERS' FAMILY

Agency Heads or their designees may determine if the agency should be represented at the funerals of employees or employees' close family members. One or two employees may be selected to attend on behalf of the agency and count that time as worked time.

Other employees wishing to attend may request leave through their normal procedures. Such absences will be charged to personal leave and not considered worked time.

The use of state vehicles to attend a funeral must be determined based on Department of General Services guidelines and prudent judgment of the Agency Head.