# ADMINISTRATIVE REGULATION (AR)

| BEREAVEMENT LEAVE (Revised from City AR-00032) | FESSAM# 7A.3 | Effective: 01/01/2016 |
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## I. SCOPE:

This Administrative Regulation applies to all LFRA employees.

## II. PURPOSE:

The Administrative Regulation ensures that all LFRA employees understand and comply with the leave policy regarding a death in the family.

## III. DEFINITIONS:

- **Family** refers only to an employee's spouse (legal spouse or common law only), parents (or person that stood in loco parentis to employee), children, siblings, grandparents, grandchildren or any individual who has acquired such a relationship through marriage, including step and half relationships.

## IV. POLICY:

LFRA recognizes that responding to a death in the family is a significant personal obligation. If an immediate family member dies, an employee may take up to 32 working hours off with pay for the purposes of attending services, completing required business and/or for grieving.

### Basis For Mandate:

- Internal governance

## V. PROCEDURE:

The 32 hours is available to benefit eligible full-time employees and will be pro-rated as follows for benefit eligible part-time employee and Fire shift employees.

| Number of budgeted hours | Leave hours up to: |
| --- | --- |
| 20 to 24 hours | 16 hours |
| 25 to 29 hours | 20 hours |
| 30 to 34 hours | 24 hours |
| 35 to 39 hours | 28 hours |
| 40 hours | 32 hours |
| Fire shift employees | 48 hours |

If an employee needs more than 32 hours off, or the applicable pro-rated amount listed above, he or she may use vacation, holiday, comp-time, administrative leave or take an unpaid leave (if all other accruals are exhausted) with supervisor approval.

Bereavement leave hours may be submitted only for those hours that an employee was scheduled to work and was absent.

## VI. OTHER RELATED REGULATIONS & PROCEDURES:
Not applicable.

## VII. LFRA FIRE CHIEF SIGNATURE:

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Mark Miller, Fire Chief