

**City of Seaside  
BEREAVEMENT LEAVE  
SOP 88**

**A. PURPOSE**

To establish a policy and procedure for the use of bereavement leave.

**B. AUTHORITY**

California Government Code Section 12945.7 & 12945.2 applicable Memorandum of Agreement (MOU) or Benefit and Compensation Summary for Management/Professional Employees (Compensation Summary).

Information contained herein supersedes the current MOU and/or Compensation Summary.

**C. SCOPE**

This policy and procedure applies to all eligible employees.

**D. POLICY**

When an eligible employee of the City finds it necessary to be absent from work due to the death of a relative that is listed in this section, the employee shall be entitled to use bereavement leave for up to five (5) days. The days of bereavement leave need not be consecutive.

As soon as the need for bereavement leave is known, the employee, or someone on their behalf, must notify the employee's immediate supervisor.

The employee is responsible for certifying their need for the use of a bereavement leave on the Leave Request Form.

**E. ELIGIBILITY**

Each eligible employee shall be granted bereavement leave with full pay for up to forty (40) hours to attend customary obligations arising from the death of any of the following relatives of the employee or employee's spouse or employee's domestic partner as listed below.

Due to the employee's regular work schedule, if the five (5) day entitlement exceeds forty hours, employees may supplement the remaining time off using their accrued leave balances, including sick leave and compensatory time off.

Each unbenefited part-time employee shall be granted unpaid bereavement leave for five (5) days and may use their accrued sick leave balance.

All leave must be used within three (3) months following the death of an eligible person. Under extreme circumstance, the 3-month requirement may be waived by the Human Resources Director. The decision of the Director shall be final, with no process for further appeal.

For purposes of this section, as defined by California Government Code Section 12945.2, the following are eligible for Bereavement Leave:

- “Employee” means a person employed for at least 30 days prior to the commencement of the leave
- “Parent” means a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child
- “Parent-in-law” means the parent of a spouse or domestic partner
- “Child” means a biological, adopted, or foster child, a stepchild, a legal ward, a child of domestic partner, or a person to whom the employee stands in loco parentis.
- “Sibling” means a person related to another person by blood, adoption, or affinity through a common legal or biological parent
- “Grandparents/Step-Grandparents” means a parent of the employee’s parent
- “Grandchild” means a child of the employee’s child
- “Brother/Sister-in-law/Son/Daughter-in-law” means the sibling of a spouse or domestic partner
- “Domestic Partner” means officially “registered” as domestic partner with the State of California
- “Designated person” means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave

A domestic partner must be the domestic partner registered with the Human Resources Department.

Each employee who experiences the death of a significant (non-registered domestic partner) other whom they are cohabitating in lieu of a spouse is entitled to the same bereavement leave as outlined above for the death of that significant other.

Notwithstanding the foregoing, no such employee shall be entitled to compensation for bereavement leave in the event of the death of any of the above relatives, if such employee is not scheduled to work when such bereavement leave is required.

For information regarding leave following reproductive loss, please refer to the City’s Reproductive Loss Leave Policy.