



Application for Bereavement Pay  
Union

Employee's Name: \_\_\_\_\_  
(First) (Middle) (Last)

Department: \_\_\_\_\_

Name of Deceased: \_\_\_\_\_  
(First) (Middle) (Last)

Relationship of Deceased: (Circle one)

4 Days: Employee's Current: Spouse, Step-Parent, In-law Parent, Step-Child, Spouse's Grandparent.  
Employee's: Parent, Grandparent, Grandchild, Child, Brother, Sister

3 Days: Employee's current brother in law or current sister in law (provided employee attends the funeral)

Scheduled Work Days for which bereavement pay is requested:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
(Date) (Date) (Date) (Date)

Date of Death: \_\_\_\_\_ Date of Funeral: \_\_\_\_\_

Funeral will be held at: \_\_\_\_\_  
(Name of Funeral Home)

Place of Burial: \_\_\_\_\_  
(City) (State)

I hereby certify that the above death occurred and that I attended the funeral indicated.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee's Signature)

ATTACH COPY OF OBITUARY or FUNERAL CARD  
Bereavement Policy on reverse or attached  
**RETURN TO HUMAN RESOURCES**

ARTICLE 13  
BEREAVEMENT LEAVE

- A. When a death occurs in an Employee's family, the employee upon written request will be excused from work for up to four (4) days. Full time non-probationary employees are allowed time off from their regularly scheduled duty with regular pay. Full-time probationary employees are allowed time off from their regularly scheduled duty without pay. Time off is allowed to grieve, attend the funeral, attend the memorial or make arrangements in the event of the employee's:

**Current:**

1. Spouse
2. Step-Parent
3. In-law Parent
4. Step-Child
5. Spouse's Grandparent

**Employees:**

1. Parent
2. Grandparent
3. Grandchild
4. Child
5. Brother or Sister

When a death occurs among the Employee's current brother in law or current sister in law, on request, will be excused for three (3) scheduled work days immediately following the death, provided the Employee attends the funeral.

- B. Seniority Employees shall continue to accrue seniority and benefits while on bereavement leave. Probationary Employees shall have their probationary period extended by the length of the time they are on unpaid bereavement leave. Those probationary Employees eligible to receive fringe benefits shall continue to receive fringe benefits while on bereavement leave.

The Division will require verification of death, and/or the relationship of the Employee to the deceased for any bereavement leave. Any Employee excused from work under the provisions of this Section shall, after making written application, receive the amount of wages he/she would have earned by working during straight time hours on the scheduled days of work for which he/she was excused.