**POLICY TITLE: Bereavement Leave**

**POLICY NUMBER: 3405**

3405.1 This policy shall apply to probationary and regular employees in all classifications.

3405.2 In the event of a death in the immediate family, an employee may be granted a paid leave of ab­sence not to exceed three days. This is in addition to regular sick leave and vacation time. Verification may be required by the Personnel Director [or other responsible managing employee].

3405.3 "Immediate family" is defined as being a person related by blood, adoption, or marriage, or any person residing in the immediate household of the employee at the time of death.