

**CITY OF GRAND PRAIRIE  
HUMAN RESOURCES POLICIES AND PROCEDURES**

Section C: **BENEFITS**  
No. 04 **Bereavement Leave**  
Revised and Approved: **4/8/21**

**1.0 Purpose:**

1.1 This policy provides guidance for use of paid bereavement and special leave.

**2.0 Scope:** Regular full time employees only

**3.0 Policies:**

3.1 Bereavement Leave

- a. Bereavement Condolences/Public Funds: Departments shall not use city funds to purchase flowers, gifts, or contributions for the death of an employee or their loved ones. Private collections within the department may be used for that purpose as desired.
- b. For employees who pass while employed with the city, the City will purchase and/or dedicate a book in his/her memory to the Library on behalf of the employee. The family will be notified of the contribution to the Library system.
- c. Bereavement leave may be granted with pay at the Director's discretion for a death or to attend a funeral of an immediate family member.
  - 1) Immediate family member is defined as legal spouse, son/son-in-law, daughter/daughter-in-law, parent/parent-in-law, sibling/sibling-in-law, grandparent/grandparent-in-law, or other relative who raised the employee in absence of a parent. Children may be step, natural, adopted or foster and include a loss due to miscarriage.
  - 2) Vacation Leave may be used for relatives other than those listed above.
- d. Bereavement Leave is limited to:
  - 1) 36-hours maximum per loss for Fire 24-hour shift personnel to a maximum of 72 hours annually for all losses; and
  - 2) 24-hours maximum per loss for all other employees to a maximum of 48 hours annually for all losses.
  - 3) Additional hours may be granted by the City Manager's Office.
- e. Leave needed to care for the family member prior to death shall fall under the appropriate sick/FMLA policies.
- f. The Department Director may require verification of death/funeral service for leave use under this policy.

**4.0 Procedure:**

- 4.1 Employees should notify their immediate supervisor, submit a proper time off request in compliance with departmental and/or city policy, and properly code bereavement leave on their timesheets for any leave taken under this policy.
- 4.2 Unauthorized absence or participating in activities during this leave that are inconsistent with the reason for leave may result in disciplinary action up to and including termination.
- 4.3 The leave of absence must be granted for a specific period of time, with a specific beginning and ending date.

**5.0 Appendices:** None