

## **Bereavement Policy**

### **1.0 Purpose**

To provide guidelines and state the purpose for bereavement.

### **2.0 Applicability**

All employees of Bladen County are covered by this policy.

### **3.0 Policy**

Bereavement or funeral leave is a privilege granted by the County. If granted, an employee is allowed a maximum of three (3) working days with pay for each occurrence of death. If an employee requires an absence extending beyond the maximum of three (3) days, the employee may request use of annual leave or leave without pay. Department heads and/or County Manager may, if deemed necessary, require reasonable proof of death before allowing the use of bereavement or funeral leave.

Bereavement or funeral leave is an authorized absence from work, with pay, granted because of the death of a member of an employee's immediate family.

### **4.0 Immediate Family**

Immediate family shall be deemed to include wife, husband, mother, father, brother, sister, children, grandparents, grandchildren, and guardian.