

CITY OF SALEM

BEREAVEMENT LEAVE POLICY

In the event of a death in the immediate family of a member, employee will be granted leave with pay in the amount of five (5) working days. Such leave shall not be charged to sick leave or vacation leave.

Immediate family means the following:

- Spouse
- Mother
- Father
- Brother
- Sister
- Children
- Grandparents
- Mother-or Father-in-Law
- Grandchild
- Any other dependents living in the house.

Payment for such leave will be made upon substantiation of a funeral by either a copy of the obituary notice or a death certificate, if requested by the department head.

In the event of the death of an employee's Brother-in-law, Sister-in-Law, Niece, Nephew, Aunt or Uncle, employee will be granted leave with pay of one (1) working day.

Such leave shall not be charged to sick leave or vacation leave.

The City shall allow employees two (2) bereavement days for a relative who resides in excess of seventy-five (75) miles from the employee. The City reserves the right to request verification from the employee when they are requesting leave in accordance with this provision.

The City shall allow employees one-half (1/2) day's bereavement leave to attend the funeral for an individual whose relationship is not identified above. Such leave is limited to two (2) half days per calendar year.