Bereavement

Purpose: To allow employees time off with their families for bereavement.

Employees shall be granted up to five (5) scheduled workdays off with pay for the death of a family member.

“Employee” means a person employed by KCAO for at least 30 (thirty) days prior to commencement of the leave.

According to the California Family Rights Act (CFRA), “Family member” includes:

- A biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age or dependency status.
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- A spouse or registered domestic partner.
- A grandparent and grandchild.
- A sibling.
- A designated person, meaning an individual related by blood to the employee or whose association with the employee is equivalent to a family relationship.

Taking leave for a designated person is limited to one (1) occurrence per 12-month period.

When bereavement leave is taken an employee must notify their supervisor immediately or as soon as reasonably possible. Upon return to work a time off request must be promptly submitted and approved by the supervisor. In the event timesheets are due prior to the employee returning, the supervisor may input the time on their behalf, based on the employee’s request.

Employees must provide, within thirty (30) days of the leave request, a copy of a death certificate or published obituary or written verification of death, burial, or memorial service from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

Bereavement time off does not need to be taken consecutively, but must be taken within three (3) months of the date of the family member’s death.
If additional time is needed and approved by the supervisor, the employee may request to use vacation accruals or time off without pay.

Bereavement leave is considered separate and distinct from time off under the CFRA.

Adopted by Board of Directors: April 27, 2011
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