

City of Richmond

Administrative Policy Manual

SUBJECT: Bereavement Leave

SECTION: Human Resources Department

POLICY NUMBER: AP 313

INITIAL DATE PREPARED: May 7, 2024

LAST DATE REVISED:

I. Purpose

California Government Code Section 12945.7 provides unpaid protected bereavement leave in the event of the death of a family member, as defined in the government code.

II. Policy

Pursuant to California state law, all employees are eligible for unpaid leave up to five (5) days for the death of a family member if they have been employed for at least 30 days prior to the start of leave. The City defines a “family member” as a spouse, domestic partner, child, stepchild, minor child living in the employee’s immediate household, parent, legal guardian, step-parent, parent-in-law, grandparent, grandchild, sibling, sibling-in-law (i.e., the spouse of a sibling), aunt, or uncle.

Employees may use such leave on a non-consecutive basis and such leave must be completed within three (3) months from date of the death, unless otherwise provided in any applicable MOU.

The City may require an employee requesting bereavement leave to provide documentation of the death of the family member. Such documentation includes, but is not limited to, a death certificate, published obituary, or written verification of death, burial, or memorial services.

To remain in paid status during any, otherwise, unpaid bereavement leave taken under this Policy, an employee may use any applicable City paid bereavement days provided to them under the applicable Memorandum of Understanding (MOU), or their vacation, accrued and available sick leave, floating holidays, administrative leave, and/or compensatory time-off.

- Example: An employee’s immediate family member passed away and the employee wishes to take five (5) days off work for bereavement leave. The MOU representing the employee’s classification provides four (4) days of paid bereavement leave. The employee can use a personal accrual to remain in paid status on the 5th day, or use unpaid leave.

Bereavement leave under the Government Code runs concurrently with any City paid bereavement leave days. The use of City paid bereavement leave shall be in accordance with the applicable provision in the Memorandum of Understanding (MOU) of an employee’s bargaining unit.

City of Richmond Administrative Policy Manual

Bereavement Leave

III. Procedure

An employee who utilizes bereavement leave shall notify their supervisor or Department Head of their intent to use such leave according to the Department's procedure. An employee must record the leave using the department's applicable City leave system (e.g., ESS).

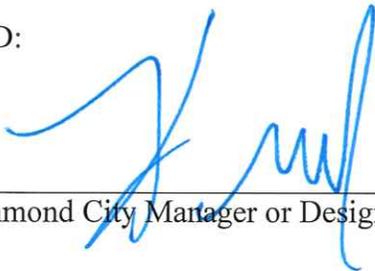
IV. Conflicts

If there are conflicts between this Policy and a bereavement leave provision in the MOU applicable to an employee's bargaining unit, the City will honor the benefit most favorable to the employee.

Where an existing MOU provides greater benefits to its members than the ones provided under this Policy (e.g., paid leave days, leave for the death of individuals not covered under the government code definition of "family member," etc.), the City will provide those benefits in lieu of the ones provided here.

Where an MOU provides fewer benefits than the ones provided under this Policy, or where an MOU is silent as to the provision of benefits, the City will provide the benefits under this Policy.

APPROVED:



City of Richmond City Manager or Designee

5/7/24

Date