



Pine-Strawberry Fire District Compensation and Benefits 4.7

Subject: Bereavement Leave

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[Handwritten Signature] 4/17/25

I. PURPOSE:

To establish guidelines for Pine-Strawberry Fire District (PSFD) members paid leave of absence in the event of a death of a member of a member's immediate family.

II. POLICY:

In the event of a death of a member of a member's immediate family, members may be granted time off with pay as set forth in the guidelines below. The Fire Chief must approve all bereavement leaves.

III. SCOPE:

A. This policy applies to all full-time and part-time members who have completed 60 days of employment.

1. Reserve members are not entitled to paid bereavement leave.

IV. DEFINITIONS:

A. For purposes of this policy, a family member shall be defined as follows:

1. A child of any age (biological, adopted, foster, stepchild, child of a domestic partner, a legal ward, or any child to whom the member is in loco parentis or was when the person was a minor).
2. A parent (a biological, stepparent, adoptive parent, foster parent, or legal guardian of a member or the member's spouse/domestic partner, or a person who stood in loco parentis when the member or member's

spouse/domestic partner was a minor child).

3. A spouse or domestic partner.
4. A grandparent, grandchild, or sibling (biological, foster, adoptive or step-relationship) of the member or member's spouse/domestic partner.
5. Any other individual related by blood or affinity whose close association with the member is equivalent to a family relationship.

V. GUIDELINES:

- A. Bereavement leave must be taken within 2 weeks of the actual death.
 1. In the event of mitigating circumstances, an exception may be granted by the Fire Chief.
- B. In the event of a death of a co-worker, emergency leave time may be granted to allow co-workers to attend the memorial/funeral services.
 1. Time off will be coordinated by the Fire Chief and supervisors.
- C. Full-time career members who require to be absent from work due to death of a family member will be entitled to 2 workdays/shifts, 48 hours of paid bereavement leave.
 1. Paid bereavement leave will not be deducted from the members accrual PTO.
 2. The Fire Chief may grant up to 4 scheduled workdays/shifts, 96 hours of additional paid bereavement leave for members depending upon travel distance, funeral arrangements, etc.
 3. Additional leave, such as PTO, may be taken with the approval of the Fire Chief.
 4. Bereavement leave is straight time and will be considered hours worked for the purpose of calculating overtime.
- D. Full-time administrative members who require to be absent from work due to a death of a family member will be entitled to 5 workdays/shifts, 40 hours of paid bereavement leave.
 1. Paid bereavement leave will not be deducted from the member's accrued PTO.

2. The Fire Chief may grant up to 10 scheduled workdays/shifts, 80 hours of additional paid bereavement leave for members depending upon travel distance, funeral arrangements, etc.
 3. Additional leave, such as PTO, may be taken with the approval of the Fire Chief.
 4. Bereavement leave is straight time and will be considered hours worked for the purpose of calculating overtime.
- E. Part-time administrative members who require to be absent from work due to a death of a family member will be entitled to 20 hours of paid bereavement leave.
1. The Fire Chief may grant up to 40 hours of additional paid bereavement leave for members depending upon travel distance, funeral arrangements, etc.