



BEREAVEMENT LEAVE

Regular employees shall be allowed a maximum of five (5) working days' leave with pay to attend the funeral or make funeral arrangements for the funeral for a member of the employee's immediate family.

The immediate family is defined as: parent, stepparent, spouse, child, stepchild, sibling, grandparents, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, niece, or nephew.

One (1) day shall be allowed to attend the funeral of another relative or close friend.

When extended travel is necessary to attend a funeral outside of Washington, the employee may submit a written request to their immediate supervisor asking for permission to take the days needed without pay (may use accrued personal/vacation leave) for the purpose of traveling to/from the funeral. It is at your supervisor's discretion whether to grant the request.

Check your specific Collective Bargaining Agreement (CBA) for any special instructions. For eligibility or further information regarding bereavement leave contact your **Leave Coordinator** in Human Resources.