



# Bereavement Leave Procedure

APPROVED BY THE EXECUTIVE DIRECTOR

OF THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT: ~~1001/XX01/2012~~

2013

DISTRICT CLERK'S OFFICE

## CHAPTER 220 HUMAN RESOURCES

### ARTICLE IV. COMPENSATION AND BENEFITS

#### Sec. 220-120. - Bereavement Leave.

- (a) *Origin:* Article 120.420, Leave Policy.
- (b) *Scope:* Employees.
- (c) *Guiding Principles:*
  - (1) Employees may take up to three-two workdays of paid bereavement leave for the death of an immediate family member.
  - (2) Employees may use other available paid leave or compensatory time if additional time off is required or if the death is other than an immediate family member.
  - (3) Employees may not take unpaid bereavement leave until every other form of available paid leave is exhausted.
- (d) *Process:*
  - (1) Requesting Bereavement Leave.
    - a. Employees must notify their supervisors of their need for and expected duration of bereavement leave as soon as practical.
    - b. Employees must submit a request in writing~~Leave Request Form~~ to their supervisors.
    - c. If possible, an employee ~~should must~~ submit a request in writing~~Leave Request Form~~ to their supervisor before the commencement of leave.
    - ~~d. In any case, a Leave Request Form must be submitted to their supervisor no later than one day following the employee's return to work.~~
  - (2) Payment for Bereavement Leave.
    - a. Nonexempt employees will be paid their regular rates of pay including ~~shift differential~~premium pay for their usual workdays up to a maximum of 24.16 hours pay.
    - b. Exempt employees will be paid their regular salaries for their usual workdays up to a maximum of three-two-fifths of their weekly salaries.

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial



## Bereavement Leave Procedure

APPROVED BY THE EXECUTIVE DIRECTOR

OF THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT: ~~1001/XX01/2012~~

2013

---

DISTRICT CLERK'S OFFICE

(Approved 6-8-2005, art. 220.420d)