

## 6.08 FUNERAL AND BEREAVEMENT LEAVE

### Funeral and Bereavement Leave

Employees may be granted up to three ~~(3)~~ days of leave with pay for the death of a relative. With the approval of the ~~Bureau Director~~ City Auditor or designee, an additional two~~2~~ days leave with no deduction in pay may be allowed for necessary funeral travel time.

Employees who are unable to attend the funeral of a relative, or where there is no funeral ~~for upon~~ the death of a relative, may be granted up to three ~~(3)~~ days of bereavement leave.

A relative includes a spouse, domestic partner, parent, grandparent, grandparents-in-law, child, daughter-in-law, son-in-law, grandchild, stepchild, step-brother, step-sister, step-parents, step-grandparents, sister, brother, sister-in-law, brother-in-law, mother-in-law, father-in-law and equivalent relatives of an employee with a domestic partner. Under exceptional circumstances, funeral leave may be granted by the City Auditor~~bureau director~~, or designee, upon the death of a person other than those identified above.

In addition to funeral and bereavement leave granted by this rule or by an employee's collective bargaining agreement, an eligible employee is entitled to take up to two workweeks of bereavement leave per death of a family member under the Oregon Family Leave Act (OFLA) if the circumstances of the leave are qualifying. See Administrative Rule 6.05 Family Medical Leave. An employee will be required to follow all of the stated rules for family medical leave designation.

### Eligibility for Leave

No person employed as a consultant on a contract basis or employed on a temporary or seasonal basis is eligible for funeral or bereavement leave.

### Administrative Rule History

~~Adopted by Council March 6, 2002, Ordinance No. 176302~~  
~~Effective April 5, 2002~~  
~~Revised July 9, 2007~~  
~~Revised April 25, 2016~~