

CITY OF COOPER CITY  
HUMAN RESOURCES DEPARTMENT



BEREAVEMENT LEAVE POLICY  
POLICY #02-012

**SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL**

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this operating procedure.

Revision	Date	Description of Change
1		Initial release

**APPROVALS**

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Commission

\_\_\_\_\_  
Date



# City of Cooper City City Policies and Procedures

<b>SUBJECT</b>	<b>Bereavement Leave</b>
<b>POLICY #</b>	<b>02-012</b>
<b>City Commission Approval</b>	

**Policy:**

Regular/Full-Time employees shall be granted paid time off to arrange the funeral or pay final respects to an immediate family member. Such time off will not exceed three (3) consecutive working days. In the case of multiple deaths or if travel exceeds 200 miles one way is required, then the City may grant two (2) additional consecutive days off with pay. Funeral leave shall not be charged to vacation, compensatory time, personal, or sick leave. For bereavement leave, the employee's immediate family is defined as the employee's spouse, parents or step-parents, children, stepchildren, siblings, step or half-siblings, grandparents, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunts, and uncles. The employee shall provide the Department Director with proof of death in their immediate family as defined before compensation is approved. Additional time off (over and above the five (5) days) shall be charged to vacation leave, personal days, or leave without pay at the employee's request, subject to the Department Director's approval.