

	Bereavement Leave	
	Section No: 4.01	
	Category: Benefits and Leave Policies	
	Resolution Number: 257-2026	
	Effective Date: September 1, 2026	
	<i>Supersedes:</i> <i>former Section 11, Resolution 2008-213 – May 20, 2008</i>	
	Next Review Date: September 1, 2028	
Policy Applies to:	Responsible Office: Human Resources	
	☐ All City employees (Full-time, Part-time, LSEs, temps, etc.) ☐ All City and School Employees	☒ Full-Time employees only ☒ Other: _board approved part-time employees

Relevant Definitions

Immediate Family member is defined as:

- Spouse, **domestic partner**,
- Child, stepchild, foster child, daughter-in-law, son-in-law, grandchild, **loss of unborn child**
- Parent, stepparent, parent-in-law,
- Sibling, stepsibling
- Or any person for whom the employee has legal guardianship or is the primary caregiver.

Extended family member is defined as:

- Grandparent, great-grandparent, spouse's grandparent
- Aunt, Uncle, spouse's/**domestic partner's** aunt or uncle
- Niece, nephew, spouse's/**domestic partner's** niece or nephew
- Spouse's sibling

Policy

The purpose of this policy is to provide employees with paid time away from work following the death of an immediate family member and/or extended family member. The City recognizes that employees may need time to grieve, make arrangements, and attend services, and is committed to supporting employees during such difficult times.

To be eligible for the leave and pay provisions of this policy, an employee must request and be granted bereavement leave through their department head or designee or the City Manager where applicable.

Bereavement leave with pay may be approved, at the discretion of the employee's department head or designee, for board-approved regular full-time employees and part-time employees for up to five (5) workdays to arrange and attend funeral or memorial services following the death

of an immediate family member (refer to Definitions). The department head or designee shall determine the amount of leave to be granted based on the circumstances and operational needs of the department, up to the maximum of five (5) workdays.

If an employee needs additional time in excess of five (5) workdays, they may, upon request, use accrued vacation leave if available and **approved by supervision**. If vacation leave is not available, they may, with the approval of their department head and the Human Resource Director, use sick leave if available. If vacation or sick leave is not available, **and supervision approves the time away** the leave will be unpaid.

Three (3) days of paid bereavement leave may be granted to board approved regular full-time **and part-time** employees with the approval of their department head or designee to arrange for and attend funeral or memorial services **for extended family members (refer to definitions)**.

Special consideration may be given by the City Manager to board approved regular full-time employees **and part-time employees** for approval of bereavement leave to arrange for and attend the funeral or memorial services upon the death of other relatives or members of an employee's household.

An eligible employee may receive up to four (4) hours paid leave for the sole purpose of attending the funeral or memorial service of a fellow employee, subject to the staffing needs of the department as determined by the department head or designee.

Pay for bereavement leave is at the employee's regular rate of pay for the actual time lost. The leave will not be calculated as hours worked for overtime purposes **per FLSA. For part-time employees, the days will be reflected of their normal hours worked. For example, if the individual works 4 hours per day, one day of bereavement leave will equal 4 hours.**

An employee may be required to furnish verification of the reason for the absence upon request of their department head or designee or the Human Resources Director. Verification may include, but is not limited to an obituary, funeral program, or other documentation deemed appropriate.

Consequences of Policy Violation

Failure to follow the requirements of the Bereavement Leave Policy may result in corrective disciplinary action. The level of discipline will depend on the seriousness of the violation, whether the conduct was intentional, and the employee's prior work history.

Related Information or Procedures:

N/A

Other Provisions:

Nothing in this policy should be construed to conflict with or supersede state or federal law, or as interfering with the constitutional rights of employees.

While the city is committed to the principles embodied in this policy, the policy itself is not intended to state contractual terms and does not constitute a contract between the city and its employees. Furthermore, this statement constitutes ONLY the policy of the city. The finding of a violation of this policy does not mean that the conduct violates state and/or federal laws.

Contacts

The Human Resources Office can address questions regarding this Policy: Phone: (423) 229-9401, HROffice@kingsporttn.gov