

EXHIBIT A



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| City of Meridian |
| Standard Operating Policy |
| Number 4.5 |

Bereavement Leave

Purpose:

To establish the City's policy providing paid Bereavement Leave for regular full-time employees.

Policy:

In the event of a death in the immediate family of an employee, the City allows regular full-time employees an absence from work with pay of up to forty (40) hours. Additional time off may be granted, utilizing the employee's accrued vacation time, consistent with the policies of the City. The employee shall notify his/her supervisor as soon as possible to schedule the use of this leave.

This policy shall be implemented pursuant to the Bereavement Leave Standard Operating Procedures.

Authority & Responsibility:

Immediate supervisor and department director or designee shall be responsible for administration of this policy.