

**GCCH
PROFESSIONAL / SUPPORT STAFF
BEREAVEMENT LEAVE**

In case of death in an employee's immediate family, and with approval by the supervisor, the employee may be absent for a period not to exceed five (5) working days without loss of salary.

Additional Leave Days

An employee may be absent for an additional period not to exceed five (5) working days at no loss of salary provided that such days shall be deducted from the employee's sick leave.

If an employee does not have sufficient accrued sick leave to cover the additional period, leave will be authorized without pay.

Immediate Family: Definition

Members of the immediate family are defined as the employee's spouse or domestic partner, mother, father, child, grandparents, grandchildren, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, guardian, or dependent person ("[dependent](#)" as defined by the Internal Revenue Code).

Demise of Co-workers

In the event of the death of any staff member, or a member of that person's immediate family, other staff members, on request, will be excused from duties without loss of pay or deduction from accrued leave time, [or approved bereavement leave](#) to attend the funeral services, provided that said services are held within the confines of Pima County.

Adopted: August 13, 2019

LEGAL REF.:

A.R.S.

[15-502](#)

GCCH-R

REGULATION

PROFESSIONAL / SUPPORT STAFF BEREAVEMENT LEAVE

The District understands the significant impact that a death can have on an individual or family. Bereavement leave is provided to support the employee during this time of grief and bereavement.

Employees qualify for up to five (5) days, consecutive or non-consecutive, of paid bereavement leave per fiscal year following the death of an immediate family member (defined in Policy GCCH) to grieve, make funeral arrangements, attend the funeral and burial, pay respects to the family at a wake or visitation, and probate the estate or execute the will. An employee who wishes to take bereavement leave should notify their supervisor as soon as possible.

Questions about whether an individual employee's relationship with the deceased qualifies as immediate family should be discussed with the employee's supervisor who is responsible to obtain approval from the Associate to the Superintendent and General Counsel.

The site will need to submit a personnel action request and the supervisor approve it for bereavement leave to be paid for the employee's absence from work. Employees are not required to provide documentation to support their request for bereavement leave unless requested by their supervisor. Fraudulent use of bereavement leave may result in discipline.

Bereavement leave is calculated based on the base pay rate at the time of absence. It will not include addendum pay, stipends, bonuses, overtime or shift differentials. Bereavement leave is prorated for a part-time employee.