

MACOMB COUNTY HUMAN RESOURCES POLICY

BEREAVEMENT LEAVE

Upon presentation of proof as required by the Employer, such as, but not limited to, newspaper death or obituary notices, the following will apply:

- A. A full-time employee may elect to take up to three (3) days off with pay due to a death in the Employee's family as follows: parent, current step-parent, current spouse, children, current step children, brother, sister, grandparent or grandchildren. It shall also include any person who is normally a member of the employee's household.
- B. The employee may elect to take up to three (3) bereavement days chargeable to Sick Leave or Paid Time Off bank due to a death of an Employee's friend or family member other than those listed in Section A. of this policy.
- C. Full-time employees are permitted to take up to four (4) hours of bereavement leave with pay to attend the funeral of an employee who worked within the same department, provided attendance is during the employee's normally scheduled work hours and does not interfere with the operational needs of the Department/County.

Bereavement Leave requests made pursuant to sections B. and C. of this policy are subject to prior approval by the Employer and shall not be unreasonably withheld or denied.



Office of County Executive

Approved: July 8, 2014
Revised: October 30, 2015
Revised: December 15, 2015
Revised: February 21, 2020