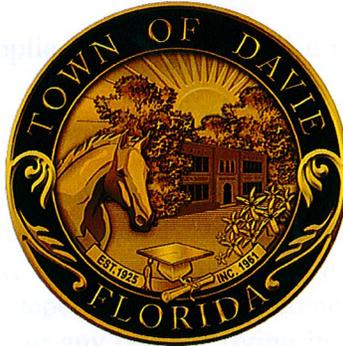


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**BEREAVEMENT LEAVE
SOP #23-001**

September 19, 2012

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	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial
2	September 19, 2012	Human Resources	Revision

APPROVALS:

Author

Town Administrator

Date

Date

9/24/12

9-24-12

1-1. PURPOSE.

To set forth a uniform practice for the administration of bereavement leave for regular employees of the Town of Davie.

1-2. SCOPE.

This operating procedure applies to all regular full-time and part-time employees.

1-3. DEFINITIONS.

Immediate Family: Immediate family shall be defined as spouse, parent, child, grandparent, grandchild, sister, brother, legal guardian, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, spouses grandparent, fiancé, niece, nephew, stepparent, stepchild, registered domestic partner pursuant to Broward (or applicable) County ordinance or any relative living in same household at time of death or otherwise approved by the Town Administrator or designee.

1-4. POLICY.

Regular service full-time and part-time employees shall be granted three (3) days bereavement leave, in accordance with this policy, for death of a member of the employee's immediate family, or up to five (5) days to attend the funeral/memorial services for a death of an immediate family member outside of the state of Florida.

1-5. PROCEDURES.

- a. Eligibility for Bereavement Leave – Regular service full-time and part-time employees shall be granted bereavement leave, in accordance with this policy, for the death of a member of the employee's immediate family.
 - b. Request for Bereavement Leave.
 1. Employees must submit a request for bereavement leave in writing on the "Leave Request Form" to the employee's supervisor or Department Director.
 2. When the request cannot be made in writing, the employee should contact their supervisor immediately for advanced approval. If approval is granted, a formal written request should be completed upon employee returning to work.
 - c. Payment for Bereavement Leave - Employees will be paid in full their normal rate of pay without loss of vacation leave or benefits, when bereavement leave has been granted, in accordance with this policy.
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d. Additional Leave

1. If additional leave is required, employees must request approval of additional leave through their supervisor with Department Director approval.
2. Any additional leave granted will be charged to the employee's accrued Vacation or PTO leave or granted as leave without pay.

e. Documentation - The Town of Davie reserves the right to require documentation supporting all approvals of bereavement leave after an employee returns to work.