

**BEREAVEMENT LEAVE**

**Purpose**

In the event of a death of an immediate family member, the County will provide paid leave up to three (3) days. This is provided so employee can attend the funeral and that family affairs may be addressed. For the purposes of definition, immediate family includes spouse, parents, children, siblings, grandparents, and grandchildren, stepfather, stepmother, step-child(ren), stepsister, stepbrother, mother in-law, father in-law, brother in-law or sister in-law.

**Process**

The employee should notify his/her supervisor as soon as possible to make arrangements to be absent. The Supervisor shall submit a Request For Leave Form to Finance and then have that time reflected on the employee's timesheet.

It is intended that County employees take off only the time required, not that each employee will automatically receive three (3) days of leave. In the event that more than three (3) working days are necessitated for bereavement leave, the employee will be allowed to charge such additional days against accumulated leave.

**Policy Changes**

The county reserves the right to delete, modify, amend or terminate this policy at any time, with or without prior notice.

Approved this 14<sup>th</sup> day of March, 2006

Board of Commissioners  
Rockdale County, Georgia

By: Roy J. Middlebrooks  
Roy J. Middlebrooks

Attest:

By: Jennifer Rutledge  
Jennifer Rutledge, County Clerk