



ADMINISTRATIVE DIRECTIVE

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	EFFECTIVE DATE	
July 1, 2013		

I. PURPOSE

To provide leave for eligible employees for the death of an immediate family member or other specified persons.

II. POLICY

Pursuant to Tucson Code § 22-91(a)(7) , this directive provides for paid or unpaid time off for a period of bereavement for the loss of an immediate family member, not to exceed one work week (for full-time employees: 40 hours, or 56 hours for commissioned fire suppression personnel; part-time employees receive 20 hours) per calendar year (not to be deducted from Sick Leave or Vacation Leave). Probationary employees are eligible to use Bereavement Leave, subject to the provisions of this directive.

III. DEFINITIONS

A. Domestic Partnership – An unmarried couple who share a relationship of caring and commitment, who are not related by blood closer than would bar marriage in the State of Arizona; are not married to another person in a marriage expressly recognized by the State of Arizona or in any domestic partnership and/or civil union with another person; are both 18 years old or older; are both competent to enter into a contract; both declare that they are each other’s sole domestic partner; and both currently share a primary residence, are in a relationship of mutual support, and declare that they intend to remain in such for the indefinite future.

B. Immediate Family Member of Employee – The employee's spouse or domestic partner, parents, stepparents, parent surrogate, child(ren), grandparents, grandchild(ren), brother, sister.

C. Immediate Family Member of Employee’s Spouse/Domestic Partner – The employee’s spouse/domestic partner’s parents, stepparents, child(ren), grandparents.

(**Note:** Aunts, uncles, brother-in-law, sister-in-law, stepbrother and stepsister are not considered immediate family members for purposes of receiving paid Bereavement Leave.)

IV. DEATH OF IMMEDIATE FAMILY MEMBER

This administrative directive provides Bereavement Leave for City employees as follows:

A. City employees will be entitled to a maximum of three (3) paid days of Bereavement Leave in connection with the death of an immediate family member within the state of Arizona. An additional two (2) days of paid leave will be authorized in connection with the death of an immediate family member where the employee must travel outside the state of Arizona. The total paid Bereavement Leave not charged to Sick Leave or Vacation Leave will not exceed 40 hours for full-time employees (or 56 hours for



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commissioned fire suppression personnel) annually (part-time employees receive 20 hours). If paid Bereavement Leave is exhausted, any additional approved bereavement-related absences will be covered by either accrued paid leave (Sick Leave, Vacation Leave, or Compensatory Time, if available for use) or Leave without Pay (LWOP), if applicable paid leave is exhausted.

- B.** Bereavement Leave must be used in full-day increments.
- C.** Employees requesting Bereavement Leave may be required to provide documentation of the death and their relationship.
- D.** Domestic partners must be registered and documentation may be required if an employee requests Bereavement Leave for an immediate family member of their domestic partner.

V. DEATH OF OTHER THAN IMMEDIATE FAMILY MEMBER

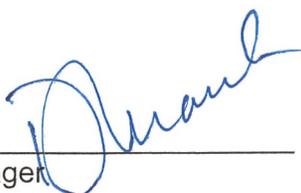
An employee requesting Bereavement Leave for any person not specified as an immediate family member in this directive must either use accrued Sick Leave, Vacation Leave, or Compensatory Time, or be placed on Leave without Pay (if applicable paid leave is exhausted or employee is ineligible for available leave, with the approval of the employee's department director/designee).

Appendices None.

References (for a complete list of references for the entire AD Leaves series, please see AD 2.01-7) Tucson Code § 22-91 (a)(7)

Review Responsibility and Frequency The Human Resources Director will review this directive as needed.

Authorized

City Manager 

Date 6-24-13 