



ADMINISTRATIVE DIRECTIVE

BEREAVEMENT LEAVE	NUMBER 2.01-7H	PAGE 1 of 2
	EFFECTIVE DATE November 1, 2010	

I. PURPOSE

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

II. POLICY

Pursuant to Tucson City Code § 22-91(a)(7) ("Code"), this directive provides for unpaid or paid time off for a period of bereavement for the loss of an immediate family member not to exceed forty (40) hours (one workweek) or fifty-six (56) hours for commissioned fire suppression personnel per fiscal year (not to be deducted from Sick Leave or Vacation Leave).

In accordance with the Code, this administrative directive provides Bereavement Leave for city employees as follows:

- A. City employees shall be entitled to three (3) paid working days of paid bereavement in connection with the death of an immediate family member in the State of Arizona. An additional two (2) working days of paid leave shall be authorized in connection with the death of an immediate family member where travel is required outside the State of Arizona. The total paid Bereavement Leave not charged to Sick Leave or Vacation Leave will not exceed forty (40) or fifty-six (56) hours for commissioned fire suppression personnel per fiscal year. Any approved bereavement-related absence for an immediate family member not covered by paid Bereavement Leave will be covered by either accrued paid leave (Sick Leave or Vacation Leave, if available for use) or leave without pay.
- B. An immediate family member is defined as the employee's spouse or domestic partner, parents, parents of spouse or domestic partner, stepparents, stepparents of spouse or domestic partner, parent surrogate, child(ren), child(ren) of spouse or domestic partner, adopted child(ren), adopted child(ren) of domestic partner, stepchild(ren), brother, sister, grandparents, grandchild(ren), grandparents of spouse or domestic partner. The employee may be required to provide documentation of the death and relationship.

III. DEATH OF OTHER THAN IMMEDIATE FAMILY MEMBER

An employee wishing to use leave for bereavement purposes for any other person not specified in this directive must either use accrued Vacation Leave (if eligible), **Sick Leave** (if eligible) compensatory time or be placed on leave without pay (**if the employee has no accrued paid leave available for use**) with the approval of the employee's department director or designee.



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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. 8
No other Administrative Directives are specifically cited in this Administrative Directive as reference.

Review Responsibility and Frequency

The Director of Human Resources will review this directive annually, based on date of publication.

Authorized



City Manager



Date