

**Town of Needham
Bereavement Policy
Personnel Administration #304**

1. PURPOSE AND SCOPE

The purpose of this document is to set forth the Town's policy and procedures governing the use of Bereavement Leave.

2. APPLICABILITY

This policy applies to all non-represented, full-time, and regular part-time General Government employees.

3. DEFINITIONS

Refer to Policy #100 for definitions of commonly used words and phrases.

4. POLICY

Employees are entitled to bereavement leave without loss of straight time pay for normally scheduled work hours, as follows:

- 4.1 Employees may be granted up to five (5) business days of bereavement leave, per occurrence, for the death of a family member including a domestic partner, parent (biological, step, adoptive, in-law, foster, legal guardian, or other person who stood in loco parentis (i.e., in place of a parent) to the employee when the employee was a child), child (biological, step, foster, adopted, legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis), sibling (biological, in-law, step, foster, adopted), loss of pregnancy, grandparent, grandchild (biological, adopted), cousin, aunt, uncle, niece, nephew, or any other relative residing with the employee at time of death.
- 4.2 Employees may be granted, at the recommendation of the department manager along with the approval of the Town Manager/designee, up to three (3) business days of bereavement leave, per occurrence, when there is a death of a family member other than those listed in section 4.1.

5. PROCEDURES

- 5.1 The employee must notify their supervisor of the death and request bereavement leave and provide the supervisor with a copy of the death notice if requested to do so.
- 5.2 The supervisor will approve the bereavement leave if satisfied with the legitimacy of the request or deny the request if they do not receive satisfactory documentation.
- 5.3 In extenuating circumstances, the Town Manager/designee may grant bereavement leave from one (1) to five (5) business days for the death of an individual with a unique, family-like relationship to the employee.