

703 - BEREAVEMENT LEAVE

Section 703.01 Bereavement Leave

At the discretion of the elected official/department head, full-time regular employees may be granted a maximum of three business days with pay for the purpose of planning or attending a funeral, or other related events, following the death of an immediate family member.

Bereavement leave may be granted by the elected official or department head with each qualifying event.

For the purpose of this policy, an immediate family member is defined as spouse, child, parent, sibling, grandparent, and grandchild. Bereavement leave may also be granted for the death of the parents and grandparents of an employee's spouse; and the employee's brother-in-law, sister-in-law, son-in-law and daughter-in-law. Step-relationships will be considered on a case by case basis.

If additional time is needed, an employee may request time using the following:

1. Vacation time
2. Comp time
3. Deferred time
4. Time off without pay

Bereavement leave must be taken in full-day increments; however, it does not have to be used consecutively. Bereavement leave must be used within two weeks of the bereavement.

Bereavement leave is not counted as hours worked for purposes of calculating overtime or compensatory time entitlement. There is no accrual of bereavement leave, and any unused bereavement leave will not be paid out upon termination of employment.

Policy Approved and Adopted By:
Fort Bend County Commissioners Court
July 20, 1993
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Revised and approved: August 26, 2008
