

<p style="text-align: center;"><b>COUNTY OF WASHINGTON</b></p> <p style="text-align: center;"><b>Pennsylvania</b></p>	<p style="text-align: center;"><b>BEREAVEMENT LEAVE POLICY</b></p>	<p style="text-align: center;"><b>PAGE: 1 of 2</b></p> <p>Supersedes Policy Dated: June 16, 2016</p>
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**PURPOSE**

The purpose of this policy is to define the procedure pay policy for paid time off for employees in the event of a death of a family member.

**SCOPE**

This policy applies to all Washington County employees, unless it conflicts with the provisions of any applicable law or collective bargaining agreement. In the event of such a conflict, this policy is not intended to override any law or provisions of their collective bargaining agreement.

**POLICY**

In the event of the death of an immediate family member, employees identified as eligible for paid time off may take a maximum of four (4) consecutive scheduled working days off, one of which must include the day of the funeral or memorial service. Immediate family shall include: father, step-father, father-in-law, mother, step-mother, mother-in-law, legal guardian, spouse, brother, step-brother, sister, step-sister, child, step-child, daughter-in-law, son-in-law, grandparents, and grandchildren.

An employee may be granted two (2) consecutive scheduled working days off, one of which must include the day of the funeral or memorial service; in the event of the death of an aunt, uncle, nephew, niece, brother-in-law, sister-in-law or grandparent-in-law of the employee or the employee's spouse.

If additional unpaid time is needed to take care of personal affairs, the employee must request the time off in writing to their supervisor.

If a holiday occurs during a period of bereavement leave, then the day will be treated as a holiday. Time paid shall not be counted toward overtime calculations. No employee will be excused with Bereavement pay when the death of a family member occurs during an employee's vacation or personal leave.

Employees who are on a continuous leave of absence (FMLA) are not entitled to bereavement leave benefits. Employees still within their probationary periods per County policy or collective bargaining agreement, are not eligible for bereavement leave benefits.

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**PROCEDURES**

An employee must notify his or her immediate supervisor or department head of the need for time off due to the death of a family member as defined above. The Bereavement Leave Request Form should be submitted to the employee's supervisor as soon as they know they will need the leave. However, Washington County recognized that an employee with a death in their family undergoes a great deal of stress during times like these and will accept the form immediately after returning from leave. The form must be approved by both your supervisor and your Human Recourses representative. Additionally, employees must provide proof of death documentation with the Bereavement Leave Request Form i.e. obituary, death notice, funeral pamphlet etc.


**INTERPRETATION and CONTROL**

The Human Resources Department is responsible for the overall implementation and administration of this policy under the guidance of the County Solicitor.

The Board of Commissioners is responsible for the ultimate authorization and control of this policy.

ADOPTED this 19th day of November, 2020, per minute.  
 Ratified: Minute # 1117

**COUNTY OF WASHINGTON**

  
 Diana Irey Vaughan, Commissioner  
 Chair

  
 Larry Maggi, Commissioner  
 Co-Chair

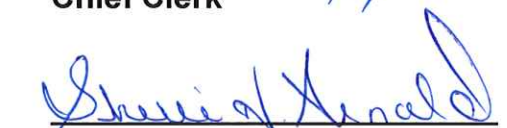
  
 Nick Sherman, Commissioner

ATTEST:

  
 Cynthia Griffin  
 Chief Clerk

Approved as to Form and Legality:

  
 Jana Phillis Grimm  
 Solicitor

  
 Shelli H. Arnold  
 Director of Human Resources