



CITY OF VISALIA PERSONNEL POLICY
Policy #319
Bereavement Leave

I. PURPOSE

The City provides eligible employees bereavement leave from work following the death of a qualifying family member.

II. ELIGIBLE EMPLOYEES

To be eligible for bereavement leave, an employee must have been employed by the City for at least 30 days before taking the leave.

III. LEAVE USAGE

- A. An eligible employee may take up to five (5) days of bereavement leave upon the death of a qualifying family member. For purposes of this policy, a “qualifying family member” means spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law.
- B. The leave does not need to be taken all at once. The employee must complete the bereavement leave within three months of the family member’s death.
- C. Although bereavement leave is unpaid, employees may use accrued paid sick leave, vacation, or other available leave balances to the extent they have met the required waiting periods for the respective policies.
- D. Employees who do not have accrued leave balances or have not met the waiting period for using those leave balances are eligible for unpaid time-off for bereavement leave.
- E. The City may request documentation of the family member’s death from the requesting employee. The documentation, if requested, must be provided within 30 days of the first date of the bereavement leave.

California Government Code §12945.7