

Subject: BEREAVEMENT LEAVE

REFERENCES	SECTIONS
Law & Regulation http://leginfo.legislature.ca.gov/faces/codes.xhtml;jsessionid=ec740fb92d7f258ccc38ebd5c0c9 http://weblinks.westlaw.com/result/default.aspx?cite=2CAADCS599%2E923&db=1000937&findtype=L&fn=%5Ftop&pb=DA010192&rt=CLID%5FFQRLT36123195213122&rp=%2FSearch%2Fdefault%2Ewl&rs=WEBL13%2E01&service=Find&spa=CCR%2D1000&sr=TC&vr=2%2E0	GC 19859.3 DPA Rule 599.923
Responsible Control Agency and Program	California Department of Human Resources (CalHR)

Subject: Bereavement Leave

Definition/Explanation:

Permanent or probationary full-time State employees and excluded employees are granted bereavement leave with pay for the death of an immediate family member.

Policy:

The provisions of bereavement leave differ depending on whether the employee is excluded or rank and file.

Excluded Employees:

Bereavement leave, as defined in the Government Code Section 19859.3, states:

(a) Any permanent employee who is either excluded from the definition of state employee in subdivision (c) of Section 3513, or is a non-elected officer or employee of the executive branch of government who is not a member of the civil service, shall be granted bereavement leave with pay for the death of a person related by blood, adoption, or marriage, or any person residing in the immediate household of the employee at the time of death. The employee shall give advance notice to the employee's immediate supervisor and shall provide substantiation to support the request.

(b) For any one occurrence, the bereavement leave shall not exceed three days. However, if the death occurred outside this state, a request for two additional days of bereavement leave shall be granted, at the option of the employee, as either without pay or as a charge against any accrued sick leave credit.

(c) If additional bereavement leave is necessary, the employee may use accrued vacation, compensating time off, or take an authorized leave without pay, subject to the approval of the appointing power.

Rank and File Employees:

The provisions of bereavement leave can be found in the bargaining unit contracts and may vary between bargaining units.

Procedures:

The Classification and Pay Analyst provides information to management and represented employees on the provisions of bereavement leave as outlined in the Government Code (excluded) and bargaining unit contracts (rank and file). If there is a dispute regarding contract language, the C&P Analyst refers the supervisor and/or represented employee to Labor Relations.

Attachments: None