

ADDENDUM **XX** OF THE EMPLOYEE HANDBOOK OF REGULATIONS

1-50-040. BEREAVEMENT LEAVE

Benefit Eligible Employees are eligible for paid time off for bereavement leave in the event of the death of a Family Member.

A. ELIGIBILITY

1. Benefit Eligible Employees will receive up to five (5) Working Days of paid Bereavement Leave for a Family Member's Death. In the case of a loss of pregnancy due to a miscarriage or stillbirth, the parents are eligible for this leave.
2. Bereavement Leave will be pro-rated for Part-Time Benefit Eligible Employees.
3. Probationary and Temporary Employees may receive up to five (5) Working Days of unpaid time off for bereavement.
4. "Family Member" shall have the same meaning as set forth in A.R.S. § 23-371.H.

B. PROCEDURES

1. If an employee wishes to take time off due to the death of a family member, the employee should notify their supervisor immediately and submit a Leave of Absence Request to document the leave.
2. Employees may use their accrued sick leave when additional time away from work is needed to grieve the loss of their Family Member.

Form(s): [Leave of Absence Request Form](#)

(Ord. No. 2009-12, Amended 05/19/09); (Ord. No. 2013-09, Amended 05/07/13); (Ord. No. 2017-12, Amended 07/01/17); (Ord. No. 2025-XX, Amended XX/XX/XXXX)