

- 8.33 On separation from employment, an employee will be paid in a lump sum for accrued Annual Leave up to the maximum accumulation.

BEREAVEMENT LEAVE

- 8.34 Bereavement Leave, up to three (3) days, with pay, is available in the case of death of a member of an employee's immediate family. For purposes of this Section, "immediate family" means the employee's spouse, mother, father, brother, sister, and employee's children, foster children or legal wards, and includes the mother/father of the spouse, brother and/or sister of the spouse, employee's grandparents and grandchildren.
- 8.35 An employee on Leave Without Pay status or unpaid Family and Medical Leave is not eligible for Bereavement Leave.
- 8.36 Bereavement Leave is only granted for the time reasonably needed to attend the funeral of the deceased and to assist with the affairs of the deceased member's family.

COMPENSATORY LEAVE - FLSA COVERED EMPLOYEES

- 8.37 Compensatory Leave, on an hour for hour basis, for an FLSA covered employee is earned:
- a. by law enforcement personnel who actually work in excess of 80 hours, but no more than 80 hours, in a fourteen (14) day work period; or
 - b. by any employee, including law enforcement personnel, when the total of hours actually worked is less than 40 hours for an employee who has a seven day work period or 80 hours for an employee who has a fourteen day work period, but the total of such hours actually worked, plus paid leave used, and official Holiday hours, exceeds 40 hours for an employee who has a seven day work period or 80 hours for an employee who has a fourteen day work period.
- 8.38 An FLSA covered employee earns Compensatory Leave for overtime hours worked when the employee physically works more than 40 hours if the employee has a seven (7) day work period or 80 hours if the employee has a fourteen (14) day work period. When this occurs, the employee is credited with time and one-half leave (converted overtime) for each hour of overtime.
- 8.39 Unless authorized by the Elected Official/Department Head, an FLSA covered employee is expected to avoid working extra hours or overtime hours. Failure to secure prior approval subjects an employee to disciplinary action.
- 8.40 An employee receives compensation for extra hours or overtime hours as follows:
- ✗ Upon approval of the Governing Authority, wages for extra hours or overtime hours may be paid in cash and included in the employee's pay check for the work period in which the extra hours or overtime hours occurred or in the pay check following such work period. If no such approval is given, the employee is credited with Compensatory Leave as provided in this Chapter.