File: GBGJ

Staff Bereavement Leave

Three days of paid bereavement leave shall be granted to all eligible employees in case of the death of an employee’s immediate family member. Immediate family shall be defined as father, mother, sister, brother, children, spouse, partner in a civil union, grandparent of the employee or their spouse or partner in unity. Absence necessitated by a death in the employee’s family of someone other than a member of the immediate family may be given the same consideration as a death in the immediate family upon recommendation of the employee’s immediate supervisor and approval of the executive director on a one day at a time basis only.

Employee absences, which extend beyond three days due to a death in the family, shall be charged to the employee’s sick or vacation leave, at the employee’s option.

Adopted: January 18, 2017

LEGAL REF.: C.R.S. 14-15-101 et seq. (Colorado Civil Union Act)