

# **CRAWFORD COUNTY LIBRARY Policy Manual**

## **Policy No. 219**

### **Subject: Bereavement Pay**

1. All employees may be granted up to three (3) days bereavement leave, five (5) days if attending a funeral outside of the State, at the time of a death in the employee's immediate family. These days will not be charged to personal days or vacation days in order to attend the funeral.
  
2. The immediate family is defined as:

Parent	Spouse
Children	Parents-In-Law
Siblings	
Siblings-in-law	Grandparents
Spouse's grandparents	Grandchildren
Stepparents	Stepchildren

Some situations may be subject to the discretion of the Library Director. This policy shall apply whether the relationship is natural, adoptive, step or foster in nature.

3. All employees will be granted bereavement leave with pay. Employees will coordinate time off with the Library Director.

**ADOPTED:** March 13, 2001  
**REVIEWED:** February 12, 2015, June 11, 2015  
**AMENDED:** March 12, 2015, June 11, 2015