I. INTRODUCTION

The Department will grant leave with pay to all members for Bereavement Leave to grieve the death or plan for/participate in a funeral of a family member or friend.

II. POLICY

*A. A member will be granted up to five (5) days of paid Bereavement Leave for an immediate family member described below:

1. Spouse/Domestic Partner
2. Child/Step Child
3. Parent (including In-laws)
4. Brother/Sister (including In-laws)

*B. A member will be granted up to three (3) days of paid Bereavement Leave for an extended family member described below:

1. Grandparent
2. Grandparent of Spouse/Domestic Partner
3. Grandchild/Niece/Nephew
4. Aunt/Uncle
5. First Cousin (Child of Aunt/Uncle)

NOTE: All of the above also apply to the immediate family of a Domestic Partner.

C. Upon confirmation, additional Bereavement Leave may be granted by the division commander or the director/manager for:

*1. The planning of the funeral for a family member listed above, or
2. Travel when a death occurs and/or the funeral is held out of the metropolitan area.

D. The immediate supervisor/commander may grant time off with pay up to one (1) full day for a member for Bereavement Leave of any person other than those specified previously.

III. PROCEDURES

A. The member will make a request for Bereavement Leave, and/or additional Bereavement Leave to the immediate supervisor/commander.

*B. The Chief of Police or their designee shall have the discretion to extend Bereavement Leave past what has been approved by the division commander or the director/manager.

*C. Members will complete a Form 1 P.D. for all Bereavement Leave.

Joseph E. Mabin, Jr.
Chief of Police

Adopted by the Board of Police Commissioners this 25 day of October, 2022.

Mark C. Tolbert
Board President

DISTRIBUTION: All Department Personnel
Public View Master Index - Internet
Department Master Index – Intranet
Policy Acknowledgement SyStem (PASS)