



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Benefits
Section Number: 5.5
Section Name: Funeral/Bereavement Leave
Last Revised:

- A. All employees will be granted up to five (5) working days off with pay in the event of a death in the immediate family. The definition of immediate family includes parent, sibling, spouse, and child.
- B. All employees will be granted up to three (3) working days off with pay in the event of a death in the family. The definition of family includes grandparent, grandchild, in-law, or any other member of the family or household who stood *in loco parentis* to the employee as a child.
- C. Full-time employees will be paid at their regular hourly rate. Part-time employees will be paid only for the actual hours they were scheduled to work during the leave.
- D. Additional funeral/bereavement leave may be extended at the discretion of the Director. No funeral/bereavement leave will be paid to an employee already on an approved leave of absence.