

BEREAVEMENT LEAVE

The Zion-Benton Public Library will grant all regular employees paid bereavement leave of up to three days of regularly scheduled work hours.

Bereavement leave may be taken due to the death of any family member or close friend. Parents who suffer pregnancy loss (i.e., miscarriage or stillbirth) are also entitled to leave under this policy.

An employee who wishes to take time off due to the death of any family member or close friend should notify their supervisor immediately.

Part-time employees are eligible for paid bereavement leave on a pro-rated basis, based on their regular schedule.

The library may require a staff member to provide reasonable documentation in connection with leave taken under this policy.