



ZION-BENTON PUBLIC LIBRARY

BEREAVEMENT/COMPASSIONATE LEAVE

The Zion-Benton Public Library will grant all regular employees paid bereavement/compassionate leave of up to three days of regularly scheduled work hours due to the death of an immediate family member to grieve, make arrangements, and/or attend services.

“Immediate family member” is defined as the staff member’s child (including stepchild and foster child), legal guardian/ward, spouse, domestic partner, civil union partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, and members of your household. Members of your household include those who live with you as their permanent residence.

Parents who suffer pregnancy loss (i.e., miscarriage or stillbirth) are also entitled to leave under this policy.

An employee who wishes to take bereavement/compassionate leave due to the death of any family member should notify their supervisor immediately.

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

Paid or unpaid time off for persons not defined as an immediate family member may be allowed, at the Director’s discretion.

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

Reviewed 7/26/2022, Revised 8/30/2022, Revised 4/30/2004