

Cover Sheet

AIMS Finance Committee Meeting

Item Name: Bereavement Policy Update

Purpose: to inform employees of changes to bereavement policy

Submitted By: Eric Haar

This is required by: CA Civil Rights Division

Cost: Negligible

Bereavement Leave

In the event of a death in the immediate family of a regular AIMS employee, the employee shall, upon request, be granted time off with pay not to exceed three (3) work days. An employee may take up to five days of bereavement leave consecutively or intermittently. However, the leave must be completed within three months of the date of death of the family member.

- a. The employee shall provide proof of death (obituary notice, funeral notice, death certificate or other proof of death).
- b. If out-of-state travel is required, the employee shall provide proof of travel.
- c. Immediate family, for purposes of this provision, is defined as mother, father, grandmother, grandfather, grandchild of the employee or spouse of the employee, spouse, son, son-in-law, daughter, daughter-in-law, brother or sister.
- d. Bereavement Leave shall not be cumulative.

[CA Civil Rights Department Bereavement Policy Flyer](#)