

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Bereavement Leave		Number: 22-44
		Effective Date: 10/17/2023
Departments Affected: All		Supersedes (Number/Date):
Authority: Section 2.82-A. Red Bluff City Code	File References:	
	Approved: Approved by City Council on: 10/17/2023	

Overview: For those employees covered by the Miscellaneous MOU, Police MOU, Management Resolution, and Police Mid-Management Resolution, the City of Red Bluff will grant no more than forty (40) work hours of paid Bereavement Leave per fiscal year in the case of an employee’s immediate family member’s death. For employees covered by the Fire Department MOU, not more than forty-eight (48) hours of paid Bereavement Leave per fiscal year may be taken in case of an employee’s immediate family member’s death. In all MOUs and Resolutions, the immediate family shall consist of the spouse, children, parents, parents of spouse, brothers, sisters, grandparent, grandchild, state-registered domestic partners, guardians, wards, or other individuals whose relationship to the employee is that of a dependent or near dependent.

Applicable to: All regular and probationary City of Red Bluff employees who are absent from work due to the death of an immediate family member.

Guidelines: The City of Red Bluff will pay a regular or probationary employee up to forty (40) work hours of paid leave for bereavement purposes per occurrence. If the need for leave extends beyond forty (40) work hours, regular and probationary employees may request an extension, not to exceed forty-eight (48) work hours, for a combined total of eighty-eight (88) work hours. Fire Unit employees are eligible for forty-eight (48) of paid bereavement leave and are eligible to extend up to ninety-six (96) work hours.

Employees having sufficient leave balances must use accumulated sick leave, vacation, or compensatory time during this 48-hour extension. Employees having insufficient leave balances will be granted a leave of absence without pay, not to exceed forty-eight (48) work hours.

Time off for the death of someone not listed above would be subject to approval from the employee’s supervisor and would follow the standard process for requesting time off. If granted, the employee would use available vacation or compensatory time off for the absence. Employees with no leave available may be allowed to take leave without pay with approval from the City Manager.

Employees who are requesting bereavement leave shall notify their supervisor or designee in a manner consistent with the procedures for requesting sick leave usage. The employee will notify their immediate supervisor or designee as soon as

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the need for bereavement leave is known. Bereavement Leave shall be documented on the employee's timesheet as such.

The Human Resource Department may provide guidance to the department and/or employee and will keep track of every employee's Bereavement Leave bank.