



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Administration

POLICY & PROCEDURE HANDBOOK

POLICY NO.: 1550

SUBJECT: Bereavement Leave

EFFECTIVE DATE: June 1, 2014

RESPONSIBILITY: Fresno County Fire Protection District

POLICY:

- A) This policy shall apply to all regular Schedule C employees.
- B) In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed three days. This is in addition to regular sick leave and vacation time. Verification may be required by the District Administrative Officer.
- C) "Immediate family" is defined as being a spouse, domestic partner, parent, step-parent, child (adopted, natural, or to whom employee stands *in loco parentis*), brother, sister, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law (in-laws include the parents or siblings of a domestic partner), or any other person who residing in the immediate household of the employee at time of death.

POLICY RESPONSIBILITY:

Board of Directors, Fire Chief, District Administrative Officer, Division Chiefs, Battalion Chiefs, Station Captains, Company Officers.