

**HUMAN RESOURCES POLICY**  
**Fauquier County, Virginia**

---

**Policy Title: Bereavement Leave**  
**Section No.: 2-C**

**Effective Date: 6/18/01**  
**Supersedes Policy: 2/2/99**

---

**I. PURPOSE**

It is the objective of the Board of Supervisors to provide employees with paid bereavement leave due to the death of a member of the employee's immediate family.

**II. SCOPE**

This policy applies to all permanent full-time and permanent part-time employees.

**III. DEFINITIONS**

**A. Bereavement Leave**

Bereavement leave is defined as an approved employee absence during regularly scheduled work hours due to the death of a member of the employee's immediate family.

**B. Immediate Family**

For the purposes of bereavement leave, an employee's immediate family shall be defined as the employee's:

1. spouse;
2. children, including step-children and foster children;
3. parents, including step-parents;
4. parents-in-law;
5. grandparents;
6. grandparents-in-law;
7. sons-in-law;
8. daughters-in-law;

9. grandchildren;
10. brothers, including step-brothers;
11. brothers-in-law;
12. sisters, including step-sisters;
13. sisters-in-law;
14. any relative, either by blood or marriage, living in the employee's household.

#### IV. **PROCEDURES**

##### Bereavement Leave Requests And Approval

1. Employees wishing to use bereavement leave must request approval from their supervisor, or supervisor's designee.
2. For any one incident, bereavement leave shall be limited to four (4) consecutive days and shall be taken within a reasonable time frame after the death of the immediate family member.
3. Employees requiring additional time off from work due to the death of an immediate family member may request leave donations in accordance with the Leave Donation policy.