

**COUNTY OF ORANGE, VIRGINIA
PERSONNEL POLICIES MANUAL**

BEREAVEMENT LEAVE

POLICY NO.: 5.5

EFFECTIVE: 10/1/96

REVISED: 12/4/18

OVERVIEW: This policy provides employees with paid time off due to the loss of a loved one.

SCOPE: This policy applies to all regular, full-time employees.

DEFINITIONS:

1. Immediate Family Member: For purposes of this policy, immediate family member means an employee's spouse, child, foster child, parent, guardian, grandparent, grandchild, or sibling, including step and in-laws.

PROVISIONS:

Following the death of an immediate family member, the County shall provide up to twenty-four (24) hours of consecutive paid bereavement leave.

In the case of any need for bereavement leave, the employee shall notify his immediate supervisor as soon as possible.

Bereavement leave is to be used within two (2) weeks of the loss of an immediate family member, unless there are extenuating circumstances that require the use of this leave after two weeks, which may result in a request for additional documentation.

Use of bereavement leave requires a Request for Leave Form, with approval from the Department Director, Constitutional Officer, or County Administrator, and must be submitted with the employee's work record.

Leave due to the death of anyone not considered an immediate family member, as defined, or for leave beyond the 24 hours provided by the County, shall be charged to annual leave, compensatory time, or paid time off (PTO) in accordance with those policies.