



BEREAVEMENT LEAVE

Directive 4 - 115

Date of Issue: July 2013 Amends/Cancel: N/A

I. PURPOSE

The purpose of this Directive is to establish written policy in regards to the use of bereavement leave.

II. POLICY

It is the policy of the Department of General Services Maryland Capitol Police (DGS-MCP) to accommodate all legitimate requests for the use of bereavement leave.

III. PROCEDURES

- A. A maximum of five working days, depending on the need, may be charged to sick leave in the event of the death of one of the following members of the immediate family:
1. spouse;
 2. children, including foster and stepchildren;
 3. parents, stepparents, or foster parents of the employee or spouse, or others who took the place of parents;
 4. legal guardians of the employee or spouse;
 5. brothers and sisters of the employee or spouse;
 6. grandparents or grandchildren of the employee or spouse; or
 7. other relatives living as a member of the employee's household.
- B. An employee may elect to receive up to three days of bereavement leave with pay, instead of using three of the five sick days that an employee is allowed to use upon the death of the following members of the employee's immediate family:
1. spouse;
 2. children, including foster and stepchildren;
 3. parents, stepparents, or foster parents of the employee;
 4. brothers and sisters of the employee;
 5. grandparents and grandchildren of the employee.
- C. A maximum of one working day may be charged as sick leave in the event of the death of one of the following relatives:
1. aunts and uncles of the employee or spouse;
 2. nephews or nieces of the employee or spouse;

3. brothers-in-law and sisters-in-law of the employee or spouse; or
4. sons-in-law or daughters-in-law.

D. If additional time is required by the employee, the supervisor shall make reasonable efforts to arrange the employee's work schedule so that the employee may take other accrued leave for this purpose.