

**OTTUMWA PUBLIC LIBRARY  
POLICY AND PROCEDURE**

Name of Policy: **BEREAVEMENT LEAVE**

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Policy: It is the policy of the Ottumwa Public Library to allow an employee an opportunity to tend to personal/family/financial issues surrounding a death in the family. If, following Bereavement Leave, an employee is medically unable to perform the regular duties of their position, access to sick leave hours will be allowed. The Director may require a note from a physician.

Procedure:

- a. In the event of a death in the family of an employee, the employee shall be granted an absence of up to three (3) days with full pay to make household arrangements or to attend funeral services. Regular part-time employees will be eligible for funeral leave on a pro-rated basis, based upon the number of hours budgeted in the fiscal year.
- b. The employee's family shall be defined as the following: The employee's spouse, child, parent, sister, brother, grandparent, grandchild, parent-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, and legal dependents. The terms brother and sister shall include half-brothers and half-sisters.
- c. Only scheduled work days missed will be paid for at the rate of the employee's normal daily hours of work.
- d. Additional leave with or without pay may be granted at the discretion of the Director upon the request of a Library employee.

Date revised: 14 February 2011

By: Ottumwa Public Library Board of Trustees