

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

BEREAVEMENT

MP103.02B 06/02 - R

PURPOSE

This procedure specifies the notification and reporting requirements for employees requesting bereavement leave.

GUIDELINES

Bereavement leave is available to any employee for the purpose of attending to family needs that arise in connection with the death of a member of the employee's immediate family.

Immediate family shall be defined as: Mother, Father, Husband, Wife, Child, Stepfather, Stepmother, Stepchild, Brother or Sister, of the family member and the mother and father of the employee's spouse. A relative who has been a parent substitute to the employee may be considered as a substitute for Mother or Father in this definition.

Emergency vacation or compensatory time may be requested for family members not considered as immediate family.

Bereavement leave will not exceed three (3) working days, plus two (2) working days for out-of-state travel for 40-hour employees. Two (2) shifts, plus one (1) shift for out-of-state travel will be allowed for 56-hour employees.

REPORTING

The sick leave reporting process as outlined in M.P. 103.02: 56-Hour Employees, or M.P. 103.02D: 40-Hour Employees, will be followed when requesting bereavement leave.

Bereavement leave will be recorded on the PPMIS Form # 60-32D.