

Phoenix Fire Department
Volume 1 – Management Procedures

BEREAVEMENT

M.P. 103.02b	Date Revised: 02/23
Related Policies: 103.02	

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: the mother, father, or step-parent of the employee; husband, wife, child, stepchild, brother, sister, step-brother, or step-sister of the employee; grandchild of the employee; the mother and father of the employee's spouse; domestic partner of the employee; children or parent of the domestic partner; and person residing in the employee's household as a member of the family. A relative, who, because of family circumstances, has been a parent substitute to the employee, may be considered as a substitute for mother or father in this definition.

For family members who are not considered immediate family, Emergency Vacation time may be requested through the On Duty South Shift Commander. Scheduled vacation or compensatory time may be scheduled through South Shift Command or Time Management.

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: Sick Leave- 56 Hour Member, or M.P. 103.02D: Sick Leave- 40 Hour Employees, will be followed when requesting bereavement leave.

Bereavement leave will be recorded in the PFD TeleStaff database.