



Bereavement Leave

Last modified APRIL 17 2024

The Rowan County Public Library (“the Library”) is sympathetic to employees and the families of employees experiencing the loss of a loved one, and provides bereavement leave to allow staff to attend to accompanying legal, financial, and emotional needs in the event of such loss.

ELIGIBILITY

All employees are eligible for paid leave upon the death of a partner or immediate family member, including reproductive loss. Staff will be compensated for regularly scheduled work hours. Immediate family is defined as: Spouse, child, parent, sibling, grandparent, grandchild, immediate in-laws, or legal guardian. For the purpose(s) of this policy, this definition shall supersede any similar definitions of immediate family presented by other Library policies. Other relationships may also be approved on a case-by-case basis at the discretion of the Executive Director, without setting any precedent for future eligibility.

Employees may be required to submit proof of their relationship to the deceased, as needed.

LENGTH OF LEAVE

Bereavement leave is granted for up to five (5) days. If additional time is necessary, a staff member may elect to use vacation leave, pursuant to approval by their supervisor.

For reproductive loss, up to five (5) consecutive days are granted. If additional time is necessary, full-time employees may elect to use sick leave and part-time employees may elect to use other PTO (paid time off), pursuant to approval by their supervisor.

EXECUTORSHIP

When a staff member is named executor of a decedent’s will, regardless of relationship, the Library will grant two (2) days of paid leave to allow the employee to execute the will. This leave is independent of any leave granted for the attendance of funerary or other activities relevant to the loss, and may be taken all at once or intermittently, as required.



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NOTIFICATION

Staff taking bereavement leave should notify their supervisor as soon as reasonably possible regarding impending funeral arrangements, anticipated length of leave, where the employee can be reached during the leave period, and other appropriate information. In no case shall bereavement leave begin before a supervisor is notified.