

County of Cumberland Board of Commissioners	Policy Number: 2.16	Pages: 1 of 2
Chapter: Employee Benefits		Effective Date: October 24, 2023 Supersedes Policy Dated: 08/11/1994
Subject: Funeral Leave		

I. POLICY:

Cumberland County Government shall provide paid leave to qualified employees to allow sufficient time for bereavement.

II. DEFINITIONS:

For purposes of this policy only:

- A. Qualified employee - all full-time employees regardless of classification.
- B. Immediate family - "Immediate family" means an employee's spouse, domestic partner, civil union partner, child, legal ward, grandchild, foster child, father, mother, legal guardian, grandfather, grandmother, brother, sister, father-in-law, mother-in-law, and other relatives residing in the employee's household.

III. PROCEDURE:

- A. Department Heads shall grant qualified employees a paid leave of absence not exceeding three (3) days (or in accordance with the applicable collective bargaining agreement) because of the death of a member of their immediate family. If out of state, paid leave shall not exceed four (4) days or in accordance with the applicable collective bargaining agreement.
- B. Bereavement leave shall be payable only to employees who are in active pay status and is not considered hours worked for the sake of calculating overtime.

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- C. Said leave shall be utilized within one (1) week of the death of the family member or at the time of the funeral service.

- D. Proof of death (e.g., obituary, funeral card, death certificate) must accompany a “Bereavement Leave Form”, which shall be required and must be submitted to the Personnel Office.