



## TOWN OF NORWOOD PERSONNEL BOARD

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### #P-307 – BEREAVEMENT LEAVE POLICY

#### 1. Purpose and Scope

The purpose of this document is to outline the Town's paid bereavement leave policy with respect to eligibility, benefits, use and accrual, and to ensure that leave benefits are implemented equitably and consistently.

#### 2. Applicability

2.1 This policy applies to all full and part-time compensated positions excluding elected officials and employees of the School Department. Employees whose positions are covered by Civil Service Law or a collective bargaining agreement are subject only to those portions of the policy which are not separately regulated by law or agreement. To the extent permitted by law, employment agreements entered into after the effective date of this policy with employees whose positions are subject to this policy must follow all of the provisions of this policy.

2.2 This policy is intended to be consistent with any and all applicable laws. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid, and the remaining provisions of the policy shall be construed so as to be consistent with the law.

#### 3. Definitions

3.1 Please consult the Personnel Definitions Document (#D-100) regarding Appointing Authority, Regular Full-time Employee, Regular Part-time Employee, Intermittent Employee, Seasonal Employee, Intern, Volunteer, Temporary Employee and any other applicable terms utilized in this document.

3.2 Calendar Year - Calendar Year refers to the normal calendar year of January 1<sup>st</sup> to December 31<sup>st</sup>.

3.3 Date of Separation – The date an employee's employment ends, for any reason.

3.4 Bereavement Leave – The term "Bereavement Leave", as used in this policy, shall mean authorized paid time off from work due to the death of any of the following relatives of the employee or the employee's current spouse: current spouse, child, parent, brother, sister, grandparent, grandchild, aunt, and uncle.

Bereavement Leave is intended to be used for an employee to attend to services related to a personal loss and/or to take time-off to grief their loss.

#### 4. Eligibility

4.1 Intermittent/Seasonal/Temporary Employees, Interns, and Volunteers are not eligible for Bereavement Leave benefits.

