

## Bereavement Leave

The Comptroller's office may grant emergency leave to an employee following the death of a family member or coworker.

### Death of a Family Member

Immediate family members are one of the following relatives related to the employee either by blood or current marriage:

- spouse,
- parent,
- child,
- brother or sister,
- grandparent,
- grandchild,
- step-child,
- step-brother or step-sister,
- step-parent, and
- step-grandparent.

Extended Family Members are one of the following relatives related to the employee either by blood or current marriage:

- foster parent,
- foster child,
- great-grandparent,
- aunt or uncle,
- niece or nephew,
- great-aunt or great-uncle,
- great-niece or great-nephew, and
- first cousin.

## Maximum Hours

The Comptroller's office will grant up to 24 hours of emergency leave to an employee following the death of an immediate family member, or up to 40 hours if the funeral and/or memorial service is over 300 miles from the employee's home. For extended family members, the Comptroller's office will grant up to 8 hours of emergency leave.

The Deputy Comptroller or his/her designee may grant additional hours of emergency leave to employees, if deemed appropriate based on the unique circumstances.

The Deputy Comptroller or his/her designee may grant up to four hours of emergency leave to employees to allow them to attend the funeral of a current or former Comptroller employee. Time is not granted for employees to attend services for relatives of current or former employees.

## Request for Bereavement Leave

An employee must request emergency leave for death of a family member by submitting a [Special Leave Request Form \(70-275-B\)](#) to Human Resources. Information necessary for the Comptroller's office to verify the death and/or funeral services must accompany the form (e.g., an obituary, newspaper clipping, death certificate, funeral program, or contact information for the funeral home). If the employee is unable to complete the form, his or her supervisor may complete and submit the form on the employee's behalf. Human Resources will notify the division if the request is approved.

An employee that has been absent for reasons related to a family member's death should use their own leave balances until the bereavement leave has been approved. Once approved, the timesheet can be modified. In CAPPs, the leave should be coded as "Emergency Death Leave".