

**DEPARTMENT OF PUBLIC WORKS MANAGEMENT MANUAL**

**Personnel  
Directive**

Subject: BEREAVEMENT LEAVE

***ADOPTED BY THE BOARD OF PUBLIC WORKS, CITY OF LOS ANGELES***

June 20, 2007

PERSONNEL DIRECTIVE NO. 14

BACKGROUND

All City employees regardless of their status (regular, exempt, part-time, etc.) are entitled to a bereavement leave of absence with pay for a maximum of three (3) working days for each occurrence of a death in their immediate family. (Multiple deaths are considered one occurrence) This benefit is available to them from the first day of employment.

Unlike many other benefits, bereavement leave is granted on the basis of working days. This means that an employee working the 4/10 plan may be paid a maximum of 30 hours (three 10 hour work days) while a 5/40 employee may be paid a maximum of 24 hours (three 8 hour work days.) Part-time and 9/80 employees and any other employees on unusual work schedules will be paid in accordance with the number of hours they are regularly scheduled to work on the days they take bereavement leave. There are no requirements that the days be consecutive (this may depend upon funeral arrangements, travel necessity, etc.)

Bereavement Leave is authorized by Section 4.127.1 of the Los Angeles Administrative Code (LAAC). However, for employees represented by employee organizations, bereavement leave provisions are generally part of appropriate Memoranda of Understanding (MOU).

In general, the various MOUs either quote the pertinent section of the LAAC or modify its provisions, such as expanding the definition of immediate family.

Non-represented employees are covered by the appropriate section of the LAAC.

This Directive is intended to call Supervisors' attention to the need to review the appropriate MOU, in the case of represented employees, prior to granting bereavement leave and to be aware that this benefit is paid on the basis of working days, not hours.

The Los Angeles Administrative Code Section defines "immediate family" as father, father-in-law, mother, mother-in-law, brother, sister, spouse, child, grandparents, grandchildren, step-parent, step-children, foster parents, foster children, a domestic partner, and any relative who resided in the employee's household, a household member (any person residing in the immediate household of the employee at the time of death), and the following relatives of an employee's domestic partner: child, grandchild, mother, father.

Approval of claims for “other” covered relatives must be made by supervisors on a case-by-case basis. This has been a long-standing practice of the Department of Public Works. Should a supervisor receive an unusual claim requiring special interpretation, he/she should confer with their Bureau administrative staff who may contact their assigned liaison analyst in the Office of Management-Employee Services. In general, unusual claims should be documented and approved by the Bureau Head or his/her designee prior to granting the time off with pay under the bereavement leave provisions.

Likewise, decisions regarding the need for additional time-off, and the type of time off to be allowed must be made on a case-by-case basis by the supervisor.

Requests for bereavement leave should be made on Form Gen. 68-A (Rev. 6-80), “Time Off/Compensation Request” or by using E-Timesheet procedures. Requests should be processed as follows:

- I. Requests for bereavement leave are approved or denied, by the immediate supervisor, subject to confirmation by the appropriate bureau supervisor/manager.
  - A. If the employee is at work at the time of request, the employee should submit, to the immediate supervisor, a Form General 68-A (or E-Timesheet request) and promptly provide satisfactory evidence of the relative’s death upon its availability.

(Note: Satisfactory evidence may include a death certificate, obituary notice, prayer card, internment service notice or program, or any other such proof. This item(s) may be returned to the employee.)
  - B. If the request is made by telephone or other means of remote communication, the Form General 68-A (or E-Timesheet request) and evidence of death should be submitted immediately upon return to work.
- II. The immediate supervisor or designated person for processing such transactions shall forward the completed request form(s) to the Bureau designee for approval or denial of the leave.
- III. Following completion of appropriate review, the completed request forms(s) shall be returned to the immediate supervisor for necessary action in accordance with established bureau practice.
- IV. If approved, the immediate supervisor shall insure that the timekeeping records reflect the employee’s absence on bereavement leave.
- V. If denied, the immediate supervisor should advise the employee of the reason for denial as soon as possible.

References: Section 4.127.1 LAAC  
Section 14.760 Personnel Department Procedure Manual  
Memoranda of Understanding (MOUs)