

**Riverside Cemetery District
Board Policy**

BEREAVEMENT/ PERSONAL/ MISCELLANEOUS LEAVE

Policy 73

BEREAVEMENT LEAVE

The District provides regular full-time 16 hours per year (2 days) of personal time for bereavement (i.e. funerals, etc.). In addition, such employee may use up to 40 hours of accrued sick leave to take time off due to the death of an immediate family member. The employee shall notify either the Sexton or the Office Manager if he wishes to take bereavement leave. Bereavement days may not be accumulated

PERSONAL DAYS

Regular full-time are allowed 16 hours per year (2 days) for personal days which he or she may use however he or she pleases. Personal days may not be accumulated.

MISCELLANEOUS LEAVE

Short absences for activities considered in the best interest of the District, such as time to vote or donate blood, are allowed for all employees with approval of the Sexton or Office Manager.

Adopted: 11/9/2004