

DEPARTMENT OF PERSONNEL ADMINISTRATION



REFERENCE CODE : CA 82/83-001
EFFECTIVE DATE : July 1, 1982
EXPIRATION DATE: Term of Contract
DATE OF ISSUE : October 1, 1982

TO: LABOR RELATIONS AND PERSONNEL OFFICERS

SUBJECT: Bereavement Leave

CONTRACTS: All CSEA, 2, 5, 7, 9, 13, 18 and 19

ISSUE: Bereavement leave benefits for permanent intermittent employees.

INTERPRETATION: A permanent intermittent employee is entitled to bereavement leave on a pro-rata basis for scheduled work days, calculated on the amount of time worked in the pay period.

ISSUE: Bereavement leave benefits for part-time employees.

INTERPRETATION: Bereavement leave is calculated on the fractional time base of the part-time employee for those days scheduled to work.

ISSUE: Bereavement leave benefits for employees without permanent status.

INTERPRETATION: In all contracts except for Unit 18, permanent status is the criteria of entitlement for bereavement leave benefits.

Negotiated bereavement leave provisions supersede relevant portions of Rule 401 which provide leave in the event of family death. Therefore, employees without permanent status are not entitled to bereavement leave and are also not entitled to provisions of Rule 401.

Provisions of Rule 401 apply only to Unit 6 employees, where a bereavement leave benefit was not negotiated.

ISSUE: Bereavement leave benefits in a period of dock.

INTERPRETATION: An employee may go from dock status to bereavement leave, if upon the expiration of the bereavement leave the employee returns to work.

Memo re: Bereavement Leave

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An employee may not however, go from dock status to bereavement leave and then back to dock status.

If you have any questions, please contact Jerri Martin, Personnel Services Branch on (916) 324-0439 or ATSS 454-0439.



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