TO: LABOR RELATIONS AND PERSONNEL OFFICERS

SUBJECT: Bereavement Leave

CONTRACT: CSEA, 2, 5, 7, 9, 13, 16, 18 and 19.

**ISSUE:** Can bereavement leave be used in less than shift increments?

**INTERPRETATION:** Yes.

**ISSUE:** Is there a time limit following the death of a family member when the three days of bereavement leave must be used?

**INTERPRETATION:** No. The length of time following the death of a family member in which bereavement leave must be taken is at the discretion of the appointing power.

**ISSUE:** Can bereavement leave be used for probate of a will?

**INTERPRETATION:** No.

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

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**David D. Crippen**
Deputy Director
Labor Relations

Contract Interpretation Policy Memorandum