



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: MM-87-13  
EFFECTIVE DATE: July 31, 1987  
EXPIRATION DATE: Indefinite  
DATE OF ISSUE: August 7, 1987

SUBJECT: Bereavement Leave - Non-Represented Employees

Department of Personnel Administration (DPA) Rule 599.923, which provides for bereavement leave for non-represented employees, has been amended effective July 31, 1987 to comply with the provisions of Government Code Section 19859.3.

Under the authority of Government Code Section 19859.3 and DPA Rule 599.923, a permanent non-represented employee shall be entitled to bereavement leave with pay for the death of a person related by blood, adoption, or marriage, or any person residing in the immediate household of the employee at the time of death.

The charge to bereavement leave shall not exceed three days for any one occurrence. If the death occurred outside the state, an additional two days may be requested and shall be charged either to the employee's sick leave or leave without pay. If additional leave is necessary, upon approval of the appointing power, an employee may use accrued vacation, compensating time off, or take leave without pay.

Any questions regarding bereavement leave may be directed to Diane Navarro at (916) 324-0439 or ATSS 454-0439.

George P. Lloyd II, Chief  
Classification and Compensation Division

Attachment

**599.923. Bereavement Leave - Non-Represented Employees.**

A non-represented, permanent employee is defined in Section 599.619.

~~Notwithstanding the provisions of Government Code Section 19859.3,~~ A non-represented, permanent employee shall receive bereavement leave with pay in accordance with the following provisions of Government Code Section 19859.3.

(a) ~~Each fiscal year, up to three, eight-hour days of bereavement leave shall be granted in the event of a death of a parent, step-parent, spouse, child, grandchild, grandparent, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, stepchild, adopted child, or any other person residing in the immediate household of the employee at the time of death.~~

(b) ~~The employee shall give notice of the need for bereavement leave to the employee's supervisor as soon as possible and, if requested, provide substantiation of the need for leave.~~

(c) ~~Upon written request and substantiation, time off with pay may be granted for up to a maximum of five work days for each occurrence. The necessary time in excess of the three days of bereavement leave shall be deducted from accrued sick leave. The appointing power or his/her designee may also authorize the use of accrued CTO or vacation, or leave without pay.~~

(d) ~~A permanent intermittent employee shall be eligible for bereavement leave, as specified in subsection (a) above, on a pro rata basis, based upon the actual hours worked during the monthly pay period immediately prior to the bereavement.~~

(e) ~~A fractional time-base (less than full-time), permanent employee shall be eligible for bereavement leave, as specified in subsection (a) above, on a pro rata basis, based upon the employee's fractional time-base.~~

NOTE: Authority cited: Sections 3517.8, 19815.4(d) and 19849.13, Government Code.

Reference: Section 19859.3, Government Code.

**HISTORY:**

1. New section filed by the Department of Personnel administration with the Secretary of State on 8-30-84; effective upon filing. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Register 85, No. 18).

2. Amendment filed by Department of Personnel administration with the Secretary of State on 9-20-85; effective upon filing. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Register 85, No. 41).

3. Amendment filed by Department of Personnel Administration with the Secretary of State on 11-15-85; effective upon filing. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Register 86, No. 2).