



# CITY OF KINSTON

## Personnel Policy

Subject:  Bereavement	Section: Human Resources		Review Responsibility: Director of Human Resources		
	Policy #:: 15	Effective Date: 7/1/2021	Rev. #: 0	Revision Date: N/A	Page: 1 of 1
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### 1.0 Purpose

It is important for employees to take time off during times of grief and mourning to maintain healthy work-life balance.

### 2.0 Organizations Affected

- 2.1 All full-time City employees working in all departments

### 3.0 Policy

- 3.1 Full-time employees shall be granted bereavement in the event of death in an employee's immediate family.
  - a) The term immediate family shall include parents/step parents/parents in-law, grandparents, children, grandchildren, siblings, and spouse.
- 3.2 In the event of a death, the City of Kinston will allow three days of employer paid bereavement leave. If more than three days are required, the employee may make a request to the department head to use additional time in the following order: (1) compensatory (2) vacation and (3) sick time.
- 3.3 The employee is expected to make arrangements with his/her supervisor prior to being absent from work as necessary.

### 4.0 Procedures

- 4.1 Employees are required to show proof of the death of the family member for which bereavement time is taken.
- 4.2 Proof shall be submitted to Human Resources in the form of an obituary with name of deceased, date of death, city of death, relationship to the deceased.