

Leave Administration Procedure | Bereavement



King County

Department of Human Resources Leaves Administration Team

Bereavement Procedure

Employees eligible for comprehensive leave benefits are entitled to up to five (5) days (a maximum of 40 hours and prorated for part-time schedules) of bereavement leave per qualifying death of an immediate family member. Employees who are not eligible for paid leaves may be granted leave without pay, or may be allowed to use compensatory time, if available, for bereavement leave. Any additional paid leave may be approved by mutual agreement between the County and the employee.

Immediate Family Members, include the employee's:

- spouse or domestic partner; or
- legal guardian, ward, or any person whom the employee has legal custody of.

And, the following family members of the employee, the employee's spouse, or the employee's domestic partner:

- a child;
- a parent;
- a grandparent;
- a son or daughter-in-law;
- a grandchild; or
- a sibling.



Employee responsibilities:

1. Communicates need for bereavement leave to supervisor, indicating relationship of deceased eligible immediate family member
2. Completes the request for time off according to department procedures (i.e., absence request form, time sheet, equivalent system)
3. Forwards request for time off paperwork to supervisor or in accordance with department procedures
4. Additional paid leave may be approved by mutual agreement
5. Uses bereavement leave
6. Returns to work

Employer responsibilities:

1. Supervisor approves bereavement leave request
2. Agency payroll representative processes bereavement pay
3. May file a copy of bereavement verification information into employee file