

# PHOENIX FIRE DEPARTMENT

## Volume 1 – Management Procedures

### BEREAVEMENT

<b>M.P. 103.02B</b>	<b>Date Revised:</b> 09/24
This policy is for internal use only and does not expand an employee's legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care, with respect to third party civil claims against employees or the Phoenix Fire Department (PFD). A violation of this policy, if proven, can only form the basis of a complaint by the PFD for non-judicial administrative action in accordance with the laws governing employee discipline.	
Related Policies: MP 104.03, Personnel Rule 15H	

#### **PURPOSE**

This procedure specifies the notification and reporting requirements for employees requesting bereavement leave.

This MP follows the current PR 15H rules for all city employees, any updates to PR 15H will override this MP.

#### **GUIDELINES**

Bereavement leave is available to any employee for the purpose of attending to family needs that arise in connection with the death of a member of the employee's immediate family.

Immediate family shall be defined as: the mother, father, or step-parent of the employee; husband, wife, child, stepchild, brother, sister, step-brother, or step-sister of the employee; grandparent or grandchild of the employee; the mother and father of the employee's spouse; domestic partner of the employee; children or parent of the domestic partner; and person residing in the employee's household as a member of the family. A relative, who, because of family circumstances, has been a parent substitute to the employee, may be considered as a substitute for mother or father in this definition.

For family members who are not considered immediate family, Emergency Vacation time may be requested through the On Duty South Shift Commander. Scheduled vacation or compensatory time may be scheduled through South Shift Command or Time Management.

Bereavement leave will not exceed three (3) working days, plus two (2) working days for out-of-state travel for 40-hour employees. Two (2) shifts, plus one (1) shift for out-of-state travel will be allowed for 56-hour employees.

#### **REPORTING**

The sick leave reporting process as outlined in M.P. 103.02: Sick Leave- 56 Hour Member, or M.P. 103.02D: Sick Leave- 40 Hour Employees, will be followed when requesting bereavement leave.

Bereavement leave will be recorded in the PFD TeleStaff database.