

# Kings Community Action Organization

## Administrative Policy

### AP 3211

#### Human Resources: Leaves

#### Bereavement

**Purpose:** To allow employees time off with their families for bereavement.

Employees shall be granted up to five (5) scheduled workdays off with pay for the death of a family member or designated person, or following a reproductive loss event.

“Employee” means a person employed by KCAO for at least 30 (thirty) days prior to commencement of the leave.

According to the California Family Rights Act (CFRA), “Family member” includes:

- A biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age or dependency status.
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- A spouse or registered domestic partner.
- A grandparent and grandchild.
- A sibling.
- A designated person, meaning an individual related by blood to the employee or whose association with the employee is equivalent to a family relationship.

Taking leave for the death of a designated person is limited to one (1) occurrence per 12-month period.

“Reproductive loss event” is defined as the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

In the event an employee experiences more than one reproductive loss event within a 12-month period, taking leave for a reproductive loss event is limited to up to 20 days within a 12-month period.

When bereavement leave is taken an employee must notify their supervisor immediately or as soon as reasonably possible. Upon return to work a time off request must be promptly submitted and approved by the supervisor. In the event timesheets are due prior to the

employee returning, the supervisor may input the time on their behalf, based on the employee's request.

Following the death of a family member or designated person, employees must provide, within thirty (30) days of the leave request, a copy of a death certificate or published obituary or written verification of death, burial, or memorial service from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

Employees are not required to produce documentation in connection with a reproductive loss.

Bereavement time off does not need to be taken consecutively, but must be taken within three (3) months of the date of the family member's or designated person's death, or following a reproductive loss.

If additional time is needed and approved by the supervisor, the employee may request to use vacation accruals or time off without pay following the death of a family member or designated person, or the employee may request to use sick leave, vacation accruals or time off without pay following a reproductive loss.

Bereavement leave is considered separate and distinct from time off under the CFRA.

**References:**

California Family Rights Act (CFRA)  
Senate Bill 848  
Section 12945.6 of the California Government Code

Adopted by Board of Directors:	April 27, 2011
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