

Bereavement Leave

This is an attachment to State HR Policy 60.000.15 Family and Medical Leave specifically addressing OFLA Bereavement leave. The agency must follow the provisions of the main policy plus this attachment when administering OFLA Bereavement leave.

- (1) Under OFLA only an eligible¹ employee may take up to two weeks of leave in a block of time or intermittently to:
 - (a) Deal with the death of a family member by:
 - (A) Attending the funeral or alternative to a funeral of the family member;
 - (B) Making arrangements necessitated by the death of the family member;
 - (C) Grieving the death of the family member.
- (2) The leave must be completed within 60 days of the date on which the eligible employee receives notice of the death of a family member.
- (3) The employee is entitled to take multiple periods of bereavement leave if more than one family member of the employee dies during the leave year.
- (4) Bereavement leaves used are deducted from the employee's overall up to 12 week OFLA entitlement, and cannot exceed the entitlement.
- (5) Two or more eligible family members who are employees are allowed to take bereavement leave at the same time for the same family member.
- (6) Refer to a relevant collective bargaining agreement and State HR Policy 60.000.10 Special Leaves with Pay for more information about Bereavement leave and donated leave while on bereavement leave.

¹ See main policy for the eligibility requirement for OFLA.