

Ordinance No. 00141

[\(Council Minutes 97/10/20\)](#)

ORDINANCE NO. 141

AN ORDINANCE of the City Council of the City of Lakewood, Washington establishing a Bereavement Leave policy for the City

WHEREAS, in connection with the benefits provided for the employees of the City of Lakewood, there are provisions covering sick leaves, vacation leaves and holidays; and,

WHEREAS, aside from the need to use those leaves, employee benefit packages often address bereavement leave, to allow an employee a brief period of time off when a close family member dies, to attend funerals and attend to other matters resulting from a death in the family; and,

WHEREAS, provisions have been included in the personnel policies of the City regarding standard sick leave and combination leave which would allow for the use of additional sick leave for family emergencies, but because of the impact that the death of a close family member can have on an employee, it is appropriate for there to be a sufficiently defined, specific policy allowing bereavement leave for employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON DO ORDAIN as follows:

1. That a Bereavement Leave policy, to be administered by the City Manager or designee, is authorized and established as follows:

BEREAVEMENT LEAVE.

A. It is the policy of the City of Lakewood to provide every full-time employee up to three working days of bereavement leave (in addition to any paid leave an employee earns as part of their regular benefit package) due to the death of a member of any employee=s immediate family (spouse, child, parents, grandparents, grandchild, brother, sister, mother-in-law, father-in-law, or step-child).

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(1) In relationships other than those set forth above, or in cases where an employee is responsible for funeral arrangements, bereavement leave may be granted by the City Manager.

In relationships other than those set forth above, or in cases where an employee is responsible for funeral arrangements, bereavement leave may be granted by the City Manager.(2) Employees qualifying for the three days of bereavement leave who have extenuating circumstances may receive additional time-off with pay, if approved by the City Manager.

B. An employee shall promptly report to his or her department head any death necessitating the use of bereavement leave. Upon return to work, the employee shall, if the department head so requires, supply a copy of a death certificate or obituary notice. Additional sick leave or combination leave may be utilized in addition to bereavement leave, with approval from the City Manager.

2. That if any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

3. That this Ordinance shall be in full force in effect five (5) days after publication of the Ordinance Summary, as provided by law.

ADOPTED by the City Council this 20th day of October, 1997.

CITY OF LAKEWOOD

Bill Harrison, Mayor

ATTEST:

Alice M. Bush, CMC, City Clerk

Approved as to Form:

Daniel B. Heid, City Attorney

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