

Montgomery County Board of Commissioners

Ordinance 2020 – 40

Amending Employee Handbook Adding Bereavement Leave

Whereas, the Board of Commissioners periodically reviews the Employee Handbook and amends the Handbook when necessary; and

Whereas, the Highway Director has recently requested that the Board consider adding bereavement leave to the types of leave provided for in the Employee Handbook; and

Whereas, the Board finds that because the need for bereavement is often unknown and uncertain and employees may not be able to retain enough paid time off (PTO) to allow such leave, bereavement leave should be added to the types of leave allowed by the Employee Handbook; and

It is, therefore, ordained that Section 6.11 is hereby added to the Employee Handbook, which is Appendix A to Section 34 of Title III of the Montgomery County Code, and it shall read as follows:

“6.11 BEREAVEMENT LEAVE

Employees of Montgomery County will be eligible for bereavement leave as follows:

6.11.1 Immediate Family. If a spouse, child, stepchild, parent, grandchild or step-grandchild of the employee dies, the employee is entitled to up to five (5) days of bereavement leave.

6.11.2 Other Family. If a grandparent, father-in-law, mother-in-law, great grandchild, brother, sister, brother-in-law, or sister-in-law of an employee dies, the employee is entitled to up to three (3) days of bereavement leave.

6.11.3 Other. If an aunt, uncle, niece, nephew, cousin of an employee dies or a relative who was related to the employee in a more distant relationship than those described in 6.11.1 or 6.11.2 dies, the employee is entitled to one (1) day of bereavement leave.

6.11.4 Paid Leave. Bereavement leave is paid leave, but it does not count as hours worked for purposes of determining overtime or compensatory time.

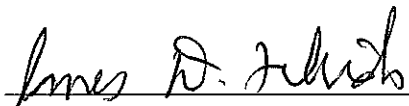
6.11.5 Additional Leave. If there are unusual circumstances, including but not limited to demands of travel or a unique relationship between the employee and the deceased person, the employee's supervisor may, in the exercise of his or her discretion, grant additional bereavement leave to the employee.

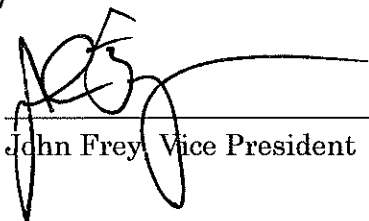
It is further ordained that all provisions of the Employee Handbook, which are not expressly modified by the two new sections added by this ordinance will remain in full force and effect.

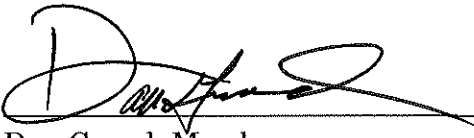
It is further ordained that this ordinance is effective upon adoption.

Adopted November 23, 2020.

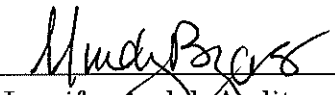
**Montgomery County
Board of Commissioners:**


James D. Fulwider, President


John Frey, Vice President


Dan Guard, Member

Attest:


~~Jennifer Andel Auditor~~ Mindy Byers, Chief Deputy Auditor