

## **DIRECTIVE NUMBER 300-01-12**

**DATE:** February 14, 2013

**TO:** All Kansas Department of Labor Employees

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Bereavement Leave

### **1.0 Purpose**

1.1 To inform employees of updated policy regarding bereavement leave.

### **2.0 Reference**

2.1 K.A.R. 1-9-12, KDOL Directive on Request and Approval of Leave.

### **3.0 Background**

Bereavement leave may be granted to a benefits-eligible employee in the classified or unclassified service upon the death of a family member. For purposes of this policy, a family member is defined as an individual related by blood or affinity.

- a. Bereavement leave may be granted on an individual basis by the appropriate Director.
- b. Bereavement leave may be granted for up to six (6) working days. Factors such as the relationship to the deceased, funeral responsibilities and necessary travel time shall be considered in determining the amount of leave to be granted.
- c. Bereavement leave need not be taken as a block of continuous time and may include time to attend special memorials or ceremonies held at a later date.
- d. Supervisors are encouraged to be flexible in granting additional time off (paid or unpaid) beyond the bereavement leave available, with the understanding that no timetable can be placed on the individual grieving process. In some instances, the use of sick leave may be appropriate.
- e. Supervisors are encouraged to recommend EAP or grief counseling services to employees.

### **4.0 Policy**

- a. When requesting bereavement leave, the relationship of the deceased must be identified. In some instances, submission of a copy of an obituary may be requested for clarification.
- b.

### **5.0 Inquiries**

5.1 Contact HR by email at [human.resources@dol.ks.gov](mailto:human.resources@dol.ks.gov) or at 785-296-5000 ext. 2565

## 6.0 Revision History

6.1 April 2016

6.2 November 2016

*Signature on file*

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Lana Gordon, Secretary of Labor

Rescissions:	Expiration Date: Continuous
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