



COUNTY OF CARROLL OFFICE OF THE COMMISSIONERS

Administration Building
95 Water Village Road Box #1
Ossipee, New Hampshire 03864
Phone 603-539-7751 · Fax 603-539-4287



Policy Title:	Bereavement Leave Policy – Non-Union
Effective Date:	06/13/2018
Revision Date:	07/28/2022
Reference(s):	

All employees may be granted up to twenty-four (24) hours paid at the employee's regular rate of pay for the purpose of funeral leave and/or bereavement for the death of an immediate family member. The employee's supervisor may approve sixteen (16) additional working hours with pay for bereavement. For the purpose of this policy, immediate family member is defined as:

Spouse/Partner/Significant Other	
Father	Mother
Step-Father	Step-Mother
Brother	Sister
Step-Brother	Step-Sister
Son	Daughter
Step-Son	Step-Daughter
Grandfather	Grandmother
Step-Grandfather	Step-Grandmother
Father-in-Law	Mother-in-Law
Brother-in-Law	Sister-in-Law
Son-in-Law	Daughter-in-Law
Grandchild	Step-Grandchild
Ward or member of the family living within the employee's household	

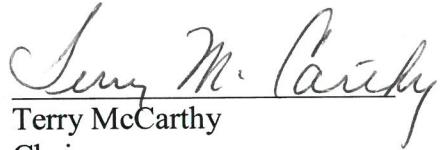
In addition, an employee is entitled to leave at full pay for up to one (1) scheduled workday for the death of the employee's or his/her spouse's/partner's/significant other's Aunt or Uncle.

Bereavement leave is only compensable if it falls on the employee's regularly scheduled work day.

Any employee may use any of their earned time for bereavement with supervisor's approval. Additional unpaid extensions may be granted by the Director – Human Resources with the agreement of the Department Head.

Unpaid Leave

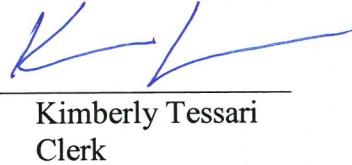
Under this policy upon the recommendation of the Director – Human Resources, the county commissioners may grant an unpaid leave of absence for up to six months. Employee's position will be retained for up to six months on unpaid leave, although employees are responsible for their medical, dental, and vision insurance costs while on unpaid leave.



Terry McCarthy
Terry McCarthy
Chairman



Matthew Plache
Matthew Plache
Vice-Chairman



Kimberly Tessari
Kimberly Tessari
Clerk