

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA REQUEST

TO: Board of County Commissioners

FROM: Mark McCauley, County Administrator
Sarah Melancon, Human Resources Director

DATE: March 20, 2023

SUBJECT: Personnel Administration Manual Revision – Bereavement Leave

STATEMENT OF ISSUE:

The Jefferson County Personnel Administration Manual Chapter 6.0 Employee Benefits, Section 6.1 Bereavement Leave defines a work day as an employee's normal weekly straight time hours divided by five (5) resulting in the number of compensable hours in any 24 (twenty-four) hour period. This equation is based on an employee working eight (8)-hour shifts, five (5) days per week.

However, this equation, when applied to an employee working an alternate work schedule, may result in compensation that is less than a full work day.

ANALYSIS:

In accordance with Personnel Manual Chapter 6.0, Employee Benefits Section 6.1, Bereavement Leave is a benefit provided to an employee granted for the death of an immediate family member. Three (3) days paid leave is the usual benefit. Bereavement Leave may be approved beyond the allotted three (3) days for travel over 500 (five hundred) miles one way from the employee's home, but may not exceed five (5) paid days unless approved by the County Administrator.

The intent of the bereavement leave benefit is to provide an employee the opportunity to grieve the loss of a loved one, and to pay the employee for their full work day when they are on leave.

In the last few years alternative work schedules have become more common. The equation used in Section 6.1 of the Personnel Manual is based on a traditional eight (8) hour per day, five (5) day per week schedule. When this equation is applied to an alternative work schedule, an employee may be compensated at less than a full day's pay.

RECOMMENDATION:

Approve a revision to the Personnel Administration Manual Chapter 6 Employee Benefits, Section 6.1 Bereavement Leave as follows:

REMOVE:

"For purposes of this section, a day is the employee's normal weekly straight time hours divided by five (5) resulting in the number of compensable hours in any 24 (twenty-four) hour period."

ADD:

"For purposes of this section, a day is the employee's normal work day straight time hours based on the work schedule approved by the Department Director or Elected Official."

REVIEWED BY:



Mark McCauley, County Administrator

3/15/23
Date