

**City of Amarillo**  
**Personnel Policies and Procedures**

Policy Title: Bereavement Leave

Policy Number: 611

Effective Date: March 1, 2025

Approved by: Grayson Path, City Manager  
Mitchell Normand, Director of Human Resources

I. Purpose

The City of Amarillo understands the deep impact that death can have on an individual or a family. The bereavement leave policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members or to attend the funeral of a co-worker.

II. Scope

This policy is applicable to all full-time employees.

III. Definitions

Immediate family members: Father, Father-in-law, Stepfather, Mother, Mother-in-law, Stepmother, Brother, Brother-in-law, Stepbrother, Sister, Sister-in-law, Stepsister, Son-in-law, Daughter-in-law, Stepchild, Spouse, Child, Grandson, Grandfather, Grandmother, Granddaughter

Full-Time Employee: Regularly scheduled to work a minimum of 40 hours per work week

IV. Procedures

- a. In the event of a death in an employee's immediate family, an employee may be granted up to a maximum of three (3) working days of bereavement leave to handle matters related to death and grieving. Employees wishing to take greater than the allotted three days, may request additional leave in accordance with the Sick Leave Policy. All bereavement leave, including extended leave that may be granted under the Sick Leave Policy, will only extend 31 calendar days from the date of death.
- b. Subject to Department Head approval, employees may be granted up to two hours of paid leave to attend the funeral of a City employee. Additional leave may be granted, but is subject to Department Head approval. An employee requesting greater than the allotted two hours will need to apply an eligible accrual to their absence.
- c. The City of Amarillo may require verification of the need for bereavement leave. Failure to produce verification may be considered a violation of City Personnel Rules which may result in disciplinary action.
- d. Employees are responsible for requesting Bereavement Leave as soon as possible.

V. Compensation during Leave

- a. Bereavement leave will be paid based on the employee's normal work schedule at the regular straight-time wage or salary.

VI. Exceptions

The City Manager reserves the right to modify or override this policy at any time.