CITY OF DECATUR Texas	**CITY OF DECATUR PERSONNEL POLICY**		
Chapter 04	**Benefits**		
Section 05	**Bereavement Leave**		
Revised By:	**Nate Mara, City Manager**	**Revised Date:**	**November 10, 2025**
Approved By:	**Nate Mara, City Manager**	**Effective Date:**	**January 01, 2026**

04.05 Bereavement Leave

The City provides regular full-time employees paid time off, up to a maximum of 3 workdays in the event of a death(s) in the family, for the purpose of attending the funeral. For the purpose of authorizing bereavement leave "family" is defined as current spouse, son, daughter, father, mother, brother, sister, stepchild, stepmother, stepfather, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchild, grandmother, and grandfather.

An employee may be required to provide proof of death/funeral/family relationship in support of bereavement leave. Bereavement leave pay is paid at the employee's base rate at the time of absence. It does not include overtime or any special forms of compensation. Paid time off for bereavement leave is not counted as hours worked for purposes of determining overtime.

Employees who wish to take bereavement leave must notify their supervisor immediately. Employees may take additional time off as PTO, comp time or, if no PTO or comp time is available, as authorized leave without pay upon approval of the Department Director. All bereavement leave time taken must be requested on the City's Leave Form located on the City of Decatur website.

Employees who wish to attend funerals for other than immediate family must use PTO, compensatory time, or unpaid leave.