



City of Pittsburgh
Operating Policies

Policy: Bereavement Leave of Absence	Original Date: 1990
	Revised Date: July 15, 2009

PURPOSE: To establish guidelines for employee leave of absences related to bereavement.

POLICY STATEMENT: It is the policy of the City of Pittsburgh to grant an employee absence from employment without loss of pay whenever a death occurs in the immediate family of the employee.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

Definitions

Immediate Family - The term “immediate family” is specifically defined in the language of each bargaining agreement for union employees and in the Pittsburgh City Code for non-union employees.

Policy

Union Positions

All bargaining agreements stipulate the policy for their Collective Bargaining Unit employees, and are subject to all adherences of the language therein. *See the attached Bereavement Policy chart.*

Non-Union Positions

The policy is based on the legislative language in The Pittsburgh City Code Chapter 189 – Leaves of Absence, § 189.01 DEATH IN IMMEDIATE FAMILY. *See the attached Bereavement Policy chart.*

Bereavement Policy Chart

Bargaining Unit	“Immediate” Family	“Other”
AFSCME (2037)	Three (3) days for immediate family defined as spouse or comparable domestic partner, parents, parents of spouse, step-parent, child, step-child, brother, sister, grandparent, or grandchild.	One (1) day for brother-in-law or sister-in-law.
AFSCME (2719)	Three (3) days for immediate family defined as spouse or comparable domestic partner, parents, parents of spouse, step-parent, child, step-child, brother, sister, grandparent, or grandchild.	One (1) day for brother-in-law or sister-in-law.
FAPP (Medics)	Three (3) days for immediate family defined as spouse, parent, parent of spouse, foster parent, child, brother, sister, grandparent, or grandchild. * In addition . . . for death of immediate family – one (1) FAPP funeral day will be approved to run consecutively with the City’s leave of absence or may be used by employee any time within two (2) weeks of date of death.	One (1) day for brother-in-law or sister-in-law.
FOP (Police)	Five (5) days from the date of death through eight (8) workdays from the day of the funeral for spouse or child. Three (3) days from the date of death through five (5) workdays from the funeral for other immediate family defined as parent, parents of spouse, brother or sister.	One (1) day to actually attend the funeral for grandmother, grandfather, brother-in-law or sister-in-law, or grandchild.
IAFF (FIRE)	Four (4) scheduled shifts off within 90 days of the date of death for spouse or child. Preference in scheduling such shifts granted only during the 10 days following the date of death. Three (3) scheduled shifts off within 90 days of date of death for immediate family defined as parent, parents of spouse, foster parent, brother, sister, grandmother or grandfather of the employee or of the employee’s spouse. Preference in scheduling such shifts granted only during the 10 days following the date of death.	One (1) shift absence to attend the funeral service or viewing of the employee’s brother-in-law or his spouse, or sister-in-law or her spouse.
Non-Union	Three (3) days for immediate family defined as spouse, parent, parents of spouse, child, brother or sister.	
PJCBC	Three (3) days for immediate family defined as spouse, child, spouse of child, parent, parents of spouse, brother, sister, grandparent, grandchild, or step-parents.	One (1) day for brother-in-law and sister-in-law.
Rec. Teachers (SEIU)	Three (3) days for immediate family defined as spouse, parent, parents of spouse, step-parent, child, step-child, brother or sister, grandparent, or grandchild.	One (1) day for brother-in-law or sister-in-law.

School Guards	Three (3) days for immediate family defined as spouse, parent, step-parent, parents of spouse, child, step-child, brother, sister, grandparent, or grandchild.	One (1) day for brother-in-law or sister-in-law.
Teamsters	Three (3) days for immediate family defined as husband, wife, children, step-children, parents, brother, sister, grandmother, grandfather, mother-in-law, or father-in-law.	One (1) day for employee's brother-in-law or sister-in-law.