

Santa Barbara City Fire Department - Standard Operating Procedures Organizational Operations	Code: O-II-5
Bereavement Leave (refer to Article 4 of the MOU)	
Chpt: II Scheduling / Time Management Revised: 12/01/2015 Pages: 1	

I. INTENT

A. To provide a standard system for the use of bereavement leave.

II. PURPOSE

A. To follow the [MOU between the City of Santa Barbara and the Santa Barbara City Firefighters Association, INC. section 4](#) which states the following:

1. “In case of death of a member of an employee’s immediate family, a 40-hour employee shall be granted three (3) working days (24 hours) with pay, up to maximum of five (5) days (40 hours), subject to the approval of the Department Head.
2. Employees of the Fire Department assigned to shift work shall be granted leave not to exceed two (2) shifts (48 hours off with pay.
3. Immediate family is defined as mother, father, brother, sister, spouse, registered domestic partner, child, grandparents by blood or marriage, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchildren by blood or marriage, step family members, or person standing in loco parentis. “In-law” and “step” relationships shall include the immediate family of a registered domestic partner on the same basis as a spouse.
4. The intent of bereavement leave is to provide employees with adequate time to be with their immediate family during a period of anguish, whether it be at the time of death, preparation of funeral arrangements, and/or to attend a funeral.
5. Responsibility for proper administration of the section shall rest with the Fire Chief.”