



**DHRM HR Highlights
November/December 2024**

Leave for Bereavement

While there is no policy that defines a paid leave category for absences due to bereavement, the Commonwealth recognizes the special needs employees have during periods of this type of loss. Employees should be mindful of the need to reserve appropriate leave time for such circumstances.

Leave is allotted for this purpose for employees who must make funeral arrangements, attend the services, and handle ancillary responsibilities for family members as defined in the [Guide](#). The traditional sick leave plan allots limited sick leave, specifically to attend to such matters involving family members. The VSDP plan provides family/personal leave which may be used for this purpose.

Employees may access other appropriate leave balances (annual, compensatory, overtime, or recognition leave) to supplement this time or to attend funerals/make arrangements for non-family members.

Guidance is also provided regarding agency representation at funerals for co-workers and/or co-workers' family members.