

**AN RESOLUTION AMENDING THE ST. CLAIR COUNTY PERSONNEL HANDBOOK  
AS REVISED JUNE 1, 2006**

**Revised Bereavement leave September 10, 2019 Resolution 2019-42**

**RECITALS:**

**WHEREAS**, the County Commission (the “Commission”) for St. Clair County, Alabama (the “County”) has adopted the St. Clair County Employee Handbook (the “Handbook”) for employees of the County; and

**WHEREAS**, it becomes necessary from time to time to update and amend the Handbook to more fairly, equitably and efficiently regulate employment related matters.

**NOW, THEREFORE**, the following Sections of the St. Clair County Employee Handbook are hereby amended as follows:

Section 1: That Section 308 “Bereavement Leave” is hereby amended as follows:

**308 BEREAVEMENT LEAVE**

Bereavement leave (time off) may be granted to a regular full-time employee due to the death of an immediate family member. If an employee wishes to take bereavement leave, the employee should notify his or her supervisor immediately.

Bereavement pay is calculated based on the employee’s pay rate at the time of absence. Bereavement leave is not accruable and monetary payment shall not be granted in lieu of time away from work.

Bereavement leave will be approved except in unusual circumstances when the employee is needed to maintain effective Sheriff’s Office operations. An eligible employee may, with supervisor’s approval, use any available paid leave for additional time off as necessary.

Bereavement leave will be granted for a death in the employee’s immediate family as follows:

Up to 24 hours for the EMPLOYEE’S: Spouse, parent, child, brother or sister, grandchild, grandparent, spouse’s parent, spouse’s child, child’s spouse.

Up to 16 hours for the EMPLOYEE’S: Spouse’s brother or sister, brother’s or sister’s spouse, spouse’s grandparent.

Up to 8 hours for the EMPLOYEE’S: Uncle, aunt, niece or nephew.

ADOPTED and APPROVED this the 10 day of Sept, 2019.

St. Clair County, Alabama

By: Paul Manning  
Paul Manning,  
Chairman

ATTEST:

Tina Morgan  
Tina Morgan,  
~~Acting~~ Administrator