

**From:** HCM Information

**Sent:** Monday, June 08, 2020 9:16 AM

**To:** HRA-Distribution-List <HRA-Distribution-List@hra.nyc.gov>; OCSE List <OCSEList@hra.nyc.gov>; Q-Office365UsersDHS <Q-Office365UsersDHS@hra.nyc.gov>

**Subject:** Bereavement Leave Provisions for DSS-HRA-DHS Staff As it Relates to the COVID-19 Emergency

***BEREAVEMENT LEAVE PROVISIONS FOR DSS-HRA-DHS STAFF AS IT RELATES TO THE COVID-19 EMERGENCY***

As the *Bereavement Leave Provisions for DSS-HRA-DHS Staff* indicates, in the event of the death of an employee's immediate family member, the standard time and leave regulations governing "Leave Regulations for Employees Under the Career and Salary Plan," the "Leave Regulations for Management Employees" and Original Jurisdiction employees, provide for up to four (4) consecutive workdays without charge to leave credits for "Death in the Family" leave. In addition, the policy states that the four (4) consecutive workdays of "Death in the Family" leave should be "taken immediately following the death when feasible, or as close to the date of the death as possible." However, the Agency realizes that due to the COVID-19 emergency and the current regulations limiting gatherings, it may not be feasible for staff to take this leave immediately after the death.

This aforementioned part of the policy allows for some flexibility regarding taking the leave at a later date, with proper documentation. If you plan to take "Death in the Family" leave at a future time after the death of a covered family member, please inform your supervisor as soon as possible when you know when you will be taking the leave. In addition, usually a death certificate is the required documentation for "Death in the Family" leave, but staff experiencing delays or difficulty obtaining a death certificate for their covered family member may review the ***Other Documentation*** portion of the policy (on page 3) which indicates that if extenuating circumstances exist, other documentation may be used to validate their relationship to the deceased. Notwithstanding, additional documents may be requested by the Agency on a case-by-case basis to verify the last address of the deceased or the relationship of the employee to the deceased.

For more detailed information, please review the attached *Bereavement Leave Provisions for DSS-HRA-DHS Staff*.