



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

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FWS/ABHC/HR/058082

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Memorandum

To: All FWS Employees

From: Assistant Director – Budget, Planning, and Human Capital *Renee E. Sheehan*

Subject: Sick Leave for Bereavement Purposes

At some time during your Federal career you may have experienced or have known someone who has lost a family member. As a Federal employee you are entitled to use your accrued sick leave for bereavement purposes. The sick leave you have accrued may be used to make the arrangements necessitated by the death of the family member or to attend the funeral of a family member. An employee is entitled to use up to 104 hours (13 days) of accrued sick leave each leave year for this reason.

Definition of Family Member

The definition of *family member* covers a wide range of relationships, including spouse; parents; parents-in-law; children; brothers; sisters; grandparents; grandchildren; step parents; step children; foster parents; foster children; guardianship relationships; same sex and opposite sex domestic partners; and spouses or domestic partners of the aforementioned, as applicable. The list of family members for whom an employee may request sick leave for family care or bereavement purposes (as well as important associated definitions for the terms *son or daughter*, *parent*, *domestic partner*, and *committed relationship*) may be found on our fact sheet Definitions Related to Family Member and Immediate Relative.

Supporting Evidence for the use of Sick Leave for Bereavement Purposes?

An agency *may* grant sick leave only when supported by administratively acceptable evidence. For absences in excess of 3 days, or a lesser period when determined necessary by the agency, an agency *MAY*:

- *require a medical certification or other administratively acceptable evidence.*
- *consider an employee's self-certification as reason for his or her absence as administratively acceptable evidence, regardless of the duration of the absence.*

If requested, medical certification or other administratively acceptable evidence has to be provided within 15 days upon agency request but no later than 30 calendar days of agency request.

What codes should I use in QuickTime for sick leave for bereavement purposes?

Sick Leave Types	Definition	QuickTime Code
Sick Leave Bereave/Funeral	Sick Leave used for the purpose of making arrangements necessitated by the death of a family member or to attend the funeral of a family member.	03I (03i)

Resource: Sick Leave for Bereavement Purposes: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-for-family-care-or-bereavement-purposes/>

Other available leave options, work schedules flexibility:

Annual Leave: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave/>

Advance annual leave: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/advanced-annual-leave/>

Advance sick leave: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/advanced-sick-leave/>

Family and Medical Leave Act (FMLA): <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/family-and-medical-leave/>

Leave Without Pay (LWOP): <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/leave-without-pay/>

Alternative work Schedules, credit hours under flexible work schedules,
Compensatory time off: <http://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/alternative-work-schedules/>

Telework: <http://www.telework.gov/>

If you have questions, please contact your servicing Human Resource Office. Headquarters employees should contact Vanessa Porter, Human Resource Specialist, in the Division of Human Resources at: 703-358-2557 or via email: Vanessa_Porter@fws.gov.