

ALABAMA STATE PERSONNEL BOARD  
ALABAMA STATE PERSONNEL DEPARTMENT  
ADMINISTRATIVE CODE

CHAPTER 670-X-15  
OTHER TYPES OF LEAVE

670-X-15-.07      Bereavement Leave.

(1) An employee who is regularly employed by the state, and is subject to the provisions of the State Merit System, and all legislative personnel, officers, and employees, including, but not limited to, Legislative Reference Service personnel, whether subject to the State Merit System or not, may be granted bereavement leave with pay for the death of a person related by blood, adoption, marriage, or otherwise provided for by the Board.

(2) Bereavement leave may only be granted to an employee who does not have accrued sick leave available for such use.

(3) For any one occurrence, the bereavement leave shall not exceed three days.

(4) Any bereavement leave granted to an employee must be reimbursed to the state in the form of leave days (sick, annual, personal), within one calendar year of the use of the bereavement leave.

(5) In the event that the employee leaves state service prior to repayment of the bereavement leave, he shall have the leave amount deducted from his final pay check.

**Author:** Jackie B. Graham, State Personnel Director

**Statutory Authority:** Code of Ala. 1975, §36-26-36.3.

**History: New Rule:** Filed May 20, 2015; effective June 24, 2015.