



**TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH      DATE: August 28, 2025**

**RE: Approval of the Revision to Bereavement Leave in the SNHD Employee Handbook**

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### **PETITION #03-26**

**That the Southern Nevada District Board of Health** reviews and approves the proposed revision to the Employee Handbook of the Southern Nevada Health District.

### **PETITIONERS**

**Cassius Lockett, PhD, District Health Officer** *CL*  
**Renee Trujillo, Chief Human Resources Officer** *RT*

### **DISCUSSION:**

We propose adding a provision to the bereavement leave policy allowing employees to receive donated leave once their sick leave has been exhausted. This addition provides extra support during difficult times, helping employees manage the loss of an immediate family member without financial strain. It also promotes a compassionate workplace culture where colleagues can support one another in times of need.

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##### ***Addition:***

Employees who experience the loss of an immediate family member may seek and be donated up to 80 hours of sick leave from a fellow employee, allowing them additional bereavement time beyond the three or five paid days. The employee must first exhaust all their accrued sick leave prior to receiving any donated leave. Donated leave must be used in consecutive hours and immediately follow an approved paid bereavement leave.

### **FUNDING:**

No funding is required.

## **Bereavement Leave**

Employees may take up to three (3) days for in-state and up to (5) days out of state/country of paid bereavement leave upon the death of a member of their immediate family. For purposes of bereavement leave only, "Immediate family member" is defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, parent-in-law, or grandchild.

The District may require verification of the need for the leave. The employee's supervisor and Human Resources will consider this time off on a case-by-case basis and it will be processed through Human Resources benefits program

Payment for bereavement leave is computed at the regular hourly rate to a maximum of ten hours for one day. Time off granted shall not be credited as time worked for the purpose of computing overtime.

Additionally, employees may utilize up to 5 days of sick or other accrued leave for the purposes of bereavement and attending services for anyone that is close to the employee. This leave will solo be approved by the employee's supervisor via a time off request.

## **Pawternity**

Losing a pet can be a significant emotional event, comparable to losing a family member.

For this reason, employees may utilize up to two (2) days every twelve (12) months of sick or other accrued leave for the purpose of having time to grieve and process their feelings for the loss of their pet. For this purpose, "pet" refers to a domesticated animal kept for companionship and affection, like a dog or cat. This Pawternity leave will solo be approved by the employee's supervisor via a time off request.

## **Jury Duty/Court Appearance**

The District supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice, but no less than 3 days prior to appearing for jury duty.

Regular full-time employees called to serve on jury duty during normal working hours will be paid their regular wages while on jury duty, provided that all jury pay is submitted to the District. Employees called but not selected to serve on the jury, and those employees dismissed after serving on jury duty shall report to work when excused with 5 hours or more remaining in their normally scheduled shift. Employees will receive time off for jury duty in accordance with applicable laws.

Employees cannot work within eight (8) hours before the time when the employee must appear for jury duty or between 5 p.m. on the day of their appearance for jury duty and 3