

Attachment - B

Rule 713 Bereavement Leave: In the event of death, as defined by N.M.Stat.Ann.§12-2-4, of eCertain #Family #Members defined below, a regular or limited-term employee (not in a Pre-Retirement Leave Status using paid leave), shall be granted bereavement leave with pay for up to five (5) working days per occurrence. Shift firefighter personnel shall be authorized up to two (2) twenty four (24) hour shifts per occurrence. The Department Director or designee grants this leave upon request of the employee. Such leave is generally approved for the time period immediately following the death. However, the Department Director or designee may approve a portion of the bereavement leave allowance to be utilized within three (3) months immediately following the death due to extenuating circumstances (i.e. postponed memorial, etc.).

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For the purpose of this rule, certain family members shall be considered to include spouse, parent, parent-in-law, child, sibling, grandparent, grandchild, and step-relatives in the same relationship.

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In the event of the death of a family member that is not a eCertain #Family #Member as defined above, a regular or limited-term employee may use up to five (5) working days of authorized leave without pay, annual leave, or sick leave or two (2) twenty four (24) hour shifts for shift Firefighter personnel. The Department Director, pursuant to Rule 719, may approve the leave without pay.

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HISTORY: APPROVED 8/5/65; AMENDED 3/7/66; AMENDED 11/17/86; AMENDED 2/6/90; AMENDED 2/13/95; AMENDED 3/4/96; AMENDED 8/24/99; AMENDED 9/11/07; AMENDED 9/10/13

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