



The Middleburgh Library

& Dr. Best House and Medical Exhibit

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www.middleburghlibrary.info

Bereavement Leave Policy

All Middleburgh Library Staff are entitled to paid bereavement leave in the event of the death of a family member. Bereavement leave will not count against the time taken for vacation or sickness.

1-Bereavement Leave for Immediate Family

Employees who require time off to attend a funeral for an immediate family member, or to make arrangements, are entitled to three (3) paid days of bereavement leave. Immediate family includes grandparents, grandparents-in-law, parents, parents-in-law, siblings, siblings-in-law, grandchildren, grandchildren-in-law, children, children-in-law, spouses and domestic partners.

2-Bereavement Leave for Nonimmediate Family

Employees who require time off to attend a funeral for a nonimmediate family member are entitled to one (1) paid day of bereavement leave. Nonimmediate family includes aunts, uncles, cousins, nieces and nephews.

3-Approval by Library Director

Before taking bereavement leave, an employee must request the leave directly from the Library Director. Employees must state the date(s) and duration of their leave. Approval/denial will be provided once the request has been reviewed. Any additional time will be up to the discretion of the Library Director.

Approved by the Board October 21, 2024

