



## EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

### Bereavement Leave

**Revised Date: August 4, 2025**

**A. Eligibility:**

Full-time regular County employees are eligible to receive up to twenty-four (24) hours of paid bereavement leave. Part-time regular County employees are eligible for up to twelve (12) hours of paid bereavement leave. This leave may be used in the event of the death of an immediate family member, a plus one qualifying dependent, or with prior approval from the Elected Official or Department Head, an immediate coworker.

**B. Definitions:**

*Immediate family member* is defined for purposes of this policy as: spouse, children, parents, grandparents, grandchildren, siblings, guardianship relationship, and in-laws and step/half relationships within the same degree.

*Plus One Qualifying Dependent* for the purposes of this policy refers to a person who has resided together in the same residence for at least the past twelve (12) consecutive months, is eighteen (18) years of age or older; and is financially interdependent with the employee, sharing common financial obligations, such as mortgage payments, joint bank accounts, vehicle registration or title showing common ownership of a motor vehicle.

*Immediate co-worker* for purposes of this policy refers to an employee actively employed at the County, whose direct working relationship with the requesting employee is determined at the discretion of the Elected Official or Department Head.

**C. Bereavement Leave for Other Relatives or Friends:**

County employees are eligible for up to four (4) hours of bereavement leave in connection with the death of a family member or friend who does not meet the definitions outlined above, as authorized by the Elected Official or Department Head.

**D. Additional Leave Options:**

If more time is required beyond the bereavement leave provided, employees should refer to applicable [County leave policies](#) or alternate leave policies.