



## COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION  
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GREG BROCKMEYER  
Director of Administration

Date: November 16, 2022

To: All Employees

From: Greg Brockmeyer  
Director of Administration

Subject: Proposed Temporary Exception to the Employee Benefit Handbook for Bereavement Leave

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Recently, the Employee Groups requested a modification to the Employee Benefit Handbook to provide additional leave to employees experiencing a stillbirth. The proposal below introduces a temporary exception to allow all employees who experience the death of a minor child to have 80 hours of leave, including employees who experience a stillbirth. The additional language is noted below in red.

Dane Co. Ord. §18.24(5)(a) authorizes the Director of Administration to make temporary exceptions to the Employee Benefit Handbook after reasonable notice to interested stakeholders. If concerns regarding the implementation of the proposed exception are raised, I will schedule a meeting with the parties. Interested stakeholders have until the end of business on November 29, 2022 to raise their concerns.

### **SUBJECT: DEATH IN IMMEDIATE FAMILY (BEREAVEMENT LEAVE)**

#### **Section 1:**

- a. Permanent employees shall be allowed three (3) work days leave with pay in the event of the death of the following relations of the employee, his/her spouse or his/her Domestic Partner, which may be used on a non-consecutive basis within one year of the death of the qualifying relation: spouse, children, step-children, sponsored adult, foster children, siblings, step-siblings, parents, step-parents, foster parents, grandchildren, step- grandchildren, grandparents, step-grandparents ,brother-in-law, sister-in-law, son-in-law and daughter-in-law. Such leave shall be prorated for part-time employees (i.e., half-time employees get three [3] half-days, etc.).
- b. In the event of the death of a member of the employee's family, other than those set forth in (a) above, the employee shall be entitled to one (1) working day leave with pay and such leave shall be charged against the compensatory leave time balance of the employee. In the absence of compensatory leave time, the leave may be charged to any other accrued paid leave time. Additional leave may be granted at the discretion of the Employee Relations Division and such leave shall be charged as provided herein.
- c. **Notwithstanding paragraph a, permanent employees shall receive 80 hours leave with pay in the event of the death of the following relations to the employee, his/her spouse or his/her domestic partner: minor child or minor step-child. Minor child or step-child is defined as an individual who has not attained 18 years of age or has not attained 19 years of age and is a full-time student in a secondary school (or in the equivalent of vocation or technical training). Stillbirths are covered under this provision. Stillbirths**

are defined as the death or loss of a baby before or during delivery at or after 20 weeks of pregnancy. Leave under this paragraph must be used within one month from the death, must be used as one block of time, and will not be carried forward. This section shall remain in effect until December 16, 2023.