

**CITY OF LOGAN  
RESOLUTION NO. 22-21**

**A RESOLUTION PROVIDING PAID BEREAVEMENT LEAVE FOR  
EMPLOYEES AFFECTED BY MISCARRIAGE OR STILLBIRTH**

BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF  
LOGAN, UTAH THAT:

WHEREAS, the Utah State Legislature passed House Bill 449 in the 2022  
General Session which has been codified as Utah Code Ann. § 10-3-1103;

WHEREAS, Utah Code Ann. § 10-3-1103 requires the governing body of each  
municipality to implement rules that provide for at least three work days of paid  
bereavement leave for employees who are affected by the miscarriage or stillbirth of a  
child;


NOW THEREFORE, BE IT RESOLVED by the Logan Municipal Council that  
the attached policy is hereby adopted and shall be in effect as of the date of the passage of  
this resolution.

ADOPTED BY THE LOGAN MUNICIPAL COUNCIL THIS 21 DAY OF  
June, 2022, by the following vote:


AYES: A. Andersen, M. Andersen, Jensen, Koppen, Simmonds

NAYS: none

ABSENT: none

  
Jeannie F. Simmonds, Chair

ATTEST:

  
Teresa Harris, City Recorder



## 5-05 BEREAVEMENT LEAVE

Full-time employees may take up to three (3) days Bereavement Leave annually per calendar year (which equates to 36 hours for Civil Service Fire employees), due to the immediate family member according to the following:

- 5-05 (1) Employees should notify their supervisor immediately to request permission to take time off and to insure adequate shift coverage. Employees must fill out a “Bereavement Leave Request Form”.
- 5-05 (2) Bereavement Leave will normally be granted unless doing so would impose an undue hardship on the organization. The Department can grant up to three(3) days of leave depending on the employees involvement with the funeral.
- 5-05 (3) The City of Logan defines “immediate family” as the employee’s spouse, parent, child, sibling, grandparent, grandchild, step-parent, step-child, step-sibling, step-grandparent, or step-grandchild.

The City of Logan further defines “immediate family” to also include the spouse’s parent, child, sibling, grandparent, grandchild, step-parent, step-child, step-sibling, step-grandparent, or step-grandchild.

- 5-05 (4) Bereavement Leave pay is calculated using the employee’s base rate as per the table below and will not include any special forms of compensation.

EMPLOYMENT STATUS	BEREAVMENT HOURS PER YEAR
Full-Time (8 hours x 3 days)	24.0 hrs
Civil Service Fire Personnel (12 hours x 3 days)	36.0 hrs

- 5-05 (5) Employees may use accrued Personal Leave or Comp time for additional time off if necessary with approval from the employee’s Department Head or Division Manager.
- 5-05 (6) The City grants bereavement leave for eligible employees who have suffered a miscarriage or still birth (“Pregnancy Loss”) as specified in this policy.

a. Eligibility

1. All employees, regardless of status, are eligible to receive bereavement leave who have suffered a Pregnancy Loss;
2. The end of another individual’s pregnancy by way of a Pregnancy Loss if the individual is:
  - i. The employee’s spouse or partner;

- ii. The employee's former spouse or partner and the employee would have been the biological parent of the child born as a result of the pregnancy;
  - iii. The employee would provides documentation to show that the individual intended for the employee to be an adoptive parent of a child born as a result of the pregnancy; or
  - iv. Under a valid gestational agreement, the employee would have been a parent of a child born as a result of the pregnancy.
- b. Definitions
1. For purposes of this policy only an "Employee" is defined as the individual whose pregnancy ended by way of Pregnancy Loss, the employee's spouse or partner, former spouse or partner, or biological parent.
  2. "Miscarriage" means the spontaneous or accidental loss of a fetus, regardless of gestational age or the duration of the pregnancy.
- c. Leave Time
1. Bereavement leave of up to three (3) working days paid leave will be given to employees who have suffered a Pregnancy Loss.
- d. Notification.
1. An employee requiring bereavement leave should inform their supervisor as soon as possible. Employees must fill out a "Bereavement Leave Request Form".
- e. Bereavement Pay
1. Bereavement pay is calculated based on an employee's base rate of pay.
  2. Bereavement leave does not count as time worked for purpose of calculating overtime.