

Resolution No.:	<u>17-193</u>
Introduced:	<u>July 12, 2011</u>
Adopted:	<u>July 12, 2011</u>

**COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND**

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By: County Council

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**SUBJECT:** Approval of Executive Regulation No. 3-11, Amendments to Montgomery County Personnel Regulations, Administrative Leave for Bereavement for Relatives Outside of the Employee's Immediate Family

**Background**

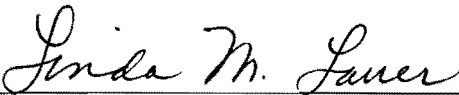
1. On May 25, 2011, the County Council received Executive Regulation 3-11 to amend Section 21-2 of the Personnel Regulations to clarify the process and circumstances under which an employee may be granted administrative leave for bereavement in connection with the death of a relative outside of the employee's immediate family.
2. The proposed regulation clears up inconsistencies and the new language reflects the County's current practice.
3. Executive Regulation 3-11 is processed under Method 2 and takes effect upon adoption of the Council resolution approving it or on a later date specified in the regulation.

**Action**

The County Council for Montgomery County, Maryland approves the following resolution:

Executive Regulation 3-11 to amend Section 21-2 of the Montgomery County Personnel Regulations to clarify the process and circumstances under which an employee may be granted administrative leave for bereavement in connection with the death of a relative outside of the employee's immediate family is approved.

This is a correct copy of Council action.

  
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Linda M. Lauer, Clerk of the Council



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b>	MCPR Amendment on Administrative Leave for Bereavement for Relatives Outside of the Employee's Immediate Family	<b>Number</b>	3-11
<b>Originating Department</b>	Office of Human Resources	<b>Effective Date</b>	July 12, 2011

## MCPR Amendment on Administrative Leave for Bereavement for Relatives Outside of the Employee's Immediate Family

Executive Regulation No. 3-11

Issued by: County Executive

Supersedes: Executive Regulation No. 12-00AM II, in part

Authority: Montgomery County Code, 2004, §33-7(b)

Council review: Method 1

*Montgomery County Register* Volume 28 Issue 4

Comment deadline: April 30, 2011

Effective date: July 12, 2011

**Summary:** This regulation amends MCPR Section 21-2 to clarify the process and circumstances under which an employee may be granted administrative leave for bereavement in connection with the death of a relative outside of the employee's immediate family.

**Address for comments** Office of Human Resources, Executive Office Building, 7th Floor  
101 Monroe Street, Rockville, Maryland 20850

**Staff contact:** Stuart Weisberg, 240-777-5154, or [stuart.weisberg@montgomerycountymd.gov](mailto:stuart.weisberg@montgomerycountymd.gov)

Please use the key below when reading this regulation:

**Boldface**

\* \* \*

*Heading or defined term.*

*Existing language unchanged by executive regulation.*



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## SECTION 1. DEFINITIONS

\* \* \*

**1-32. Immediate family:** As used in these Regulations, includes only the employee's:

\* \* \*

- (k) granddaughter or grandson; and
- (l) legal guardian.

\* \* \*

## SECTION 21. ADMINISTRATIVE LEAVE

\* \* \*

**21-2. Limits on administrative leave for bereavement.**

- (a) The Department Director may grant administrative leave to an employee who has experienced the death of a member of the employee's immediate family, under Section 1-32 of these Regulations.
- (b) Upon written request, the OHR Director may grant administrative leave to an employee who has experienced the death of an individual outside of the employee's immediate family who was related to the employee through blood or marriage or an individual with whom the employee had a close association that was the equivalent of a family relationship, if:
  - (1) there is demonstrated objective proof of an extremely close relationship between the individual and the employee, such as:
    - (A) the individual was living with the employee at the time of



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death;

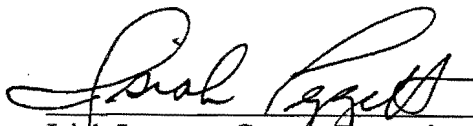
(B) the individual and the employee grew up together in the same household; or

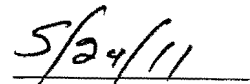
(2) extenuating or special circumstances exist.

(c) For each occasion, the maximum amount of administrative leave that an employee may use as bereavement leave is :

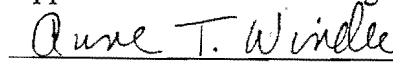
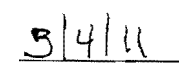
\* \* \*

Approved:

  
Isiah Leggett, County Executive

  
Date

Approved as to form and legality:

   
Office of the County Attorney Date