Sick leave is a paid absence from duty. Bereavement leave allows an employee to receive paid leave because of the death of a close relative, friend or associate.

**CalTime Process: SICK LEAVE – Bereavement Sick**

1. **Check leave balance**
2. **Leave balance available?**
3. **Contact Supervisor**
   - **Planned Leave**
   - **Unplanned Leave**
4. **Evaluate**
5. **Approve?**
   - **Yes**
   - **No**
   - **Notify Employee**
   - **Notify Employee**
6. **Select Pay Code option for leave date(s)**
7. **Enter hours for selected date(s)**
8. **Save timecard**
9. **Review timecard**
10. **Timecard accurate?**
11. **Make edit**
11.1 **End of Pay Cycle** (for Employee approval)
12. **Approve**
13. **Review timecards for department**
14. **Timecard accurate?**
14.1 **Notify Employee**
15. **Approve**
16. **Review timecards for group**
17. **Timecards accurate?**
18. **Complete sign-off for group**
19. **End of Pay Cycle** (for Supervisor approval)
20. **Notify Employee**
21. **End of Pay Cycle** (for Timekeeper sign-off)
22. **Complete sign-off for group**
23. **Auto data feed (CalTime to PPS) for Bereavement Sick**