

	<b>PERSONNEL POLICIES AND PROCEDURES</b>		<b>SUBJECT:</b>  <b>FUNERAL LEAVE</b>
	<b>NUMBER:</b>  <b>LVE 3.0</b>	<b>REVISIONS:</b>  <b>1</b>	<b>EFFECTIVE DATE:</b>  <b>8/7/2017</b>
	<b>SUPERCEDES:</b>  <b>9/19/2011</b>	<b>APPROVED AND ADOPTED BY MAYOR AND COUNCIL:</b>	
		<b>A. Max Bacon, Mayor</b>	<b>Date</b> _____ <b>City Administrator</b>

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**PURPOSE:** To provide compassionate assistance to employees who experience the death of an immediate family member.

### STATEMENT OF POLICY

Any regular or working-test full-time employee who has a member of his or her immediate family taken by death shall receive up to three (3) days funeral leave with pay (up to a maximum of 24 work hours).

Regular or working-test part-time employees who hold positions with regular schedules of at least twenty (20) but less than 32 hours per week shall be eligible for funeral leave equal to three part-time days off with pay (i.e., pay equivalent to their normal part-time schedule.)

Immediate family shall include an employee's spouse, child, parent, grandparent, grandchild, sister, brother, or corresponding in-law or step-relative.

As with other unscheduled absences, employees are expected to notify their department head and/or immediate supervisor as soon as they learn of the need for funeral leave. Such notification should, if at all possible, be made prior to the employee's scheduled work shift or within 30 minutes after the start of the employee's scheduled work shift.

Failure to provide proper notification may result in the denial of funeral leave pay for the period of absence. Employees should also inform their department head and/or immediate supervisor of their expected date of return to work.

Time for attendance at funerals for other than immediate family members may be taken from accrued annual leave OR compensatory time OR the employee may be granted leave without pay OR (if agreed upon by the respective department head) the time may be made up by the employee within the same work week.

The employee must notify his or her department head and/or immediate supervisor as soon as possible when making plans to take time off work for such funeral attendance. The employee should ~~also complete, sign, and forward to his or her immediate supervisor and/or department head a Leave Request Form.~~ submit the bereavement leave request via the City's timekeeping system.