

**CHAPTER: 06 HUMAN RESOURCES POLICIES**

**POLICY #: 06.04.04**

**SECTION: 04 BENEFITS**

**DEPARTMENT: HUMAN RESOURCES**

**SUBJECT: 04 FUNERAL LEAVE**

**EFFECTIVE DATE: May 1, 2010**

**CITY MANAGER: Michael S. Levinson**

**PAGE 1 OF 1**

**PURPOSE**

Funeral leave is provided expressly for periods of bereavement and attending the funeral of an "immediate family member" or defined "relative".

**ELIGIBILITY**

Employees occupying a regular full-time position are eligible for this privilege.

**DEFINITIONS**

1. The "immediate family" is defined as: Employee's spouse, son, stepson, daughter, stepdaughter, father, stepfather, mother, stepmother, brother, sister.
2. A "relative" is defined as grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law or brother-in-law, , half-brother, half-sister or any relative living in the same household.

**PROVISIONS**

1. In the event of death within an employee's immediate family, the employee may be authorized up to 40 hours of paid funeral leave; 7(k) EMS employees may be authorized up to 48 hours of paid funeral leave.
2. In the event of death of a relative other than immediate family, the employee may be authorized up to 24 hours of paid funeral leave.

**PROCEDURE**

1. The employee should notify the Department Director, as soon as possible, of a need for funeral leave. The employee may be required to submit documentation to support a request for this privilege.
2. Funeral leave is not deducted from the employee's accrued leaves.

**ADMINISTRATIVE REPEAL**

The provisions contained herein shall supersede and replace all prior Funeral Leave Policies.

**APPROVAL**

City Manager Michael S. Levinson