

SECTION 11.3 FUNERAL LEAVE

Subject to the approval of the Department Head/Elected Official, regular employees may be granted emergency leave with pay for a period not to exceed three (3) days (24 hours) in case of death in the family and this leave shall not be charged against vacation or sick leave. With regards to the three days, Department Heads/Elected Officials should take the following things into consideration: 1) Is the funeral local or does employee have to travel, 2) Is employee's relationship with the deceased of such a nature that he/she is needed to assist with resolving estate issues etc. and, 3) Were there multiple deaths or other extenuating circumstances in the family and if so when are services scheduled. The word "family" for the purpose of this subsection shall include the current spouse, child, parent, guardian, brother, sister, grandchild, grandmother or grandfather of the employee or of the employee's spouse. Temporary employees may be granted leaves of absence without pay in such cases. Employees who wish to attend the funeral of other than a member of the family may be given time off at the discretion of the Department Head/Elected Official without pay or the time may be charged to vacation leave, compensatory time or personal leave.