

Policy number:	III-5	Subject:	FUNERAL / BEREAVEMENT LEAVE
Approved:	Agency Board: Policy Council:	Revision: June 28, 2006 May 17, 2006	one

Objective:

To provide time off for employees to attend the funeral of a close relative.

Policy:

An employee may be granted an excused absence for such time as may be reasonable needed to attend the funeral of a member of his/her immediate family and allowed to use sick leave, annual leave, or leave without pay. He/She may be paid his/her regular rate of pay for up to (3) three regularly scheduled work days during the period beginning with the day of death and ending with the day of the funeral. This time period may be extended to the day after the funeral for extensive travel or extenuating circumstances arising out of the death. Sick leave status will be granted for up to two weeks for the death of a spouse or parent, upon request. Such hours paid for shall not be considered as hours worked in computing overtime payment. With supervisory approval, additional consideration in rescheduling work hours for contract employees will be made whenever practical.

Procedure:

For purposes of this policy, immediate family will include: spouse, children, brothers, sisters, mother, father, mothers-and-fathers-in-law, grandparents, brothers-and-sisters-in-law, half brothers, half sisters, grandchildren, significant others living with the employee, and fiances.

Funeral leave shall be documented on the T&A form and proof of need/relationship may be required.