



Personnel Policies and Procedures

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312. Funeral and Bereavement Leave

- .1 In the event of the death of a parent, spouse, child, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent of the employee or spouse, grandchild of the employee, nephew, niece, first cousin, aunt, uncle, great grandchild or great grandparent or “foster” or “step” situations within these relationships, the employee may be granted a leave of absence of two (2) ~~consecutive~~ workdays. ~~In the event of the death of a member of a part time employee’s immediate family, the employee may be granted a leave of absence with pay which will not exceed the number of hours the part-time employee normally works on one (1) regularly scheduled work day.~~
- .2 ~~Employees who need to take the two (2) days leave of absence separately may do so with approval from their manager provided the two (2) days are taken within fourteen (14) calendar days from the date of death. In recognition of diverse religious beliefs and customs, the Employee may be allowed to take the two (2) days leave of absence, designated as funeral leave, beyond fourteen (14) calendar days- from the date of death for observance of religious rituals, ceremonies, or practices. In such cases, the Employee may request time off beyond fourteen (14) calendar days, subject to supervisory approval. The Employee must provide reasonable notice to their manager and, where applicable, may be required to submit documentation verifying the religious observance.~~
- ~~.2~~ ~~In the event of the death of a brother in law, or sister in law or the employee’s aunt or uncle, the employee will be granted one (1) regular workday.~~
- .3 In the event of the death of a biological or adoptive parent of a child under eighteen (18) years of age, the surviving parent shall be allowed to use two (2) days of funeral leave to provide support for their child. Additional funeral leave for use by a surviving parent will not be granted if covered under the employee relationships identified in Section 312.1 of this policy.
- .4 Verification of death and relationship shall be made to the Employer upon request if abuse of this leave benefit is suspected.
- ~~.3~~ ~~The department head may require verification of death and relationship to the employee.~~
- .4.5 An employee may request to use other applicable leave for any additional time off needed beyond the time provided in .1 or .2 above.

~~5.6~~ In the event of the death of a current employee, an employee within the same work unit (reporting to the same exempt supervisor) department may be granted up to four (4) hours of funeral leave to attend the service or memorial. ~~Employees within the same department and~~ Employees in the department of the spouse of the Employee may be granted up to two (2) hours of funeral leave to attend the service or memorial. Employees must have supervisory approval and customer service levels cannot be adversely impacted.

~~6.7~~ Funeral and bereavement leave is provided as a shift-based benefit for full-time Employees determined by the length of the workday designated as funeral leave. Part -time employees are eligible for pro-rated funeral/bereavement leave as applicable.