

Funeral Leave

An employee will be granted funeral leave with pay for three (3) work days if the death of an immediate family member of the employee occurs. For purposes of this section, "work day" is defined as eight (8) hours for regular employees and 11.2 hours for sworn Fire employees. Funeral leave, if requested, should be taken within ten (10) calendar days of the death of the immediate family member or when the employee is notified of the death. Exceptions to the ten (10) calendar day period, necessitated by special arrangements for the deceased, may be approved by the department head. The term "immediate family member" is defined as including spouse, parent, guardian, child, brother, sister, grandparent, grandchild, including step, foster, and mother and father-in-law relationships. "Immediate family member" will also cover any member of the employee's immediate household who resided with the employee at the time of death.

If more time is required, the additional time may be charged to annual leave or leave of absence without pay with the approval of the immediate supervisor.

Funeral leave will also be granted to attend the funeral or similar services of a former or current City employee, providing the employee requesting funeral leave receives the approval of the immediate supervisor prior to attending the services.