

LP-8: Funeral Leave

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1. ENTITLEMENT:

Upon request, a regular employee who has completed his/her probationary period, may be granted leave with pay, in the event of death of a member of his/her immediate family as stated below:

a. Time for Funeral Leave

Leave Amount	Immediate Family Member
5 days not to exceed 40 work hours EMS - 2 days not to exceed 48 hours	Current Spouse & Child
3 days not to exceed 24 work hours EMS – 1 day not to exceed 24 works hours	parent, brother, sister, grandparent, grandchild and current parent-in-laws

Leave taken in this manner must be taken consecutively.

b. Employees may charge additional time off against vacation.

c. Employees may be **excused** from duty **with time being charged against vacation** Leave to attend funerals of other relatives and fellow workers or a relative of a fellow Worker, and friends or to act as a pallbearer at a funeral service.

d. When a death occurs in the employee's family while he is on vacation or sick leave, the period of such leave shall be extended accordingly.

2. PROCEDURES:

a. The employee must notify his immediate supervisor/department head as soon as possible, providing the name and relationship of the family members. A leave request form must be submitted immediately upon return to duty.

b. The department head should notify the County Administrator immediately, being sure to give the dates the employee is absent from work.

c. Appropriate proof of death should be submitted before payment is authorized. The department head must get the full name of the deceased, the funeral home in charge of the arrangements, and the time of the funeral. In addition, the employee

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must complete an Absentee Report form. This form should be completed before the leave is taken whenever possible, but must be submitted no later than the day after the employee returns to work.

d. The County or Deputy Administrator must authorize the payroll department to include the funeral leave pay in the employee's check.