



# ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 307: FUNERAL LEAVE

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## A. General Provisions

1. Regular full-time and regular part-time employees are eligible to receive their normal pay for Funeral Leave, subject to the following provisions.
2. At the discretion of the Department Director, up to three (3) days Funeral Leave may be granted when a death occurs in the "immediate family" of an employee.
3. Up to five (5) days may be granted in the event of the death of an employee's spouse, child, step-child, parent or parent-in-law.
4. For the purposes of this Policy, the following are considered to be members of the "immediate family": parent, child, spouse, sibling, grandparent and grandchild, including in-laws and step relatives of the foregoing. The Human Resource Director may extend the definition of "immediate family" to family members other than those specifically named or to persons who act in the role of those named in the "immediate family."
5. At the discretion of the Department Director, one (1) day Funeral Leave with pay may be granted for an employee to attend the funeral of a relative not in the "immediate family."
6. Employees wishing to attend funerals not covered by Funeral Leave may request vacation leave, personal leave or leave without pay, in accordance with the provisions of those policies.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

11/29/2022

Date

Handwritten signature of Mark Schwieterman in blue ink.

Mark Schwieterman  
City Manager

Issued:

11.30.22

Date

Handwritten signature of Jenny Smith in blue ink.

Jenny Smith  
Human Resource Director