
 Town of Swansboro	<b>Personnel Policy</b>		<b>Holidays and Leaves of Absence</b>	
	Number: Article VII; Section 12a	Revisions:	Effective Date: August 1, 2014	Page of 1 1
	Addition to: Sick Leave	Approved By: 		

## **ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE**

### **Section 12a. Funeral Leave**

The Town understands the deep impact that death can have on an individual or a family, therefore when a death occurs in an employee's immediate family, all full-time employees may take up to three (3) days off with pay to attend the funeral or make funeral arrangements. The Town may require verification of the need for the leave.

Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparents, or grandchild and those of the employee's spouse.

The employee may make arrangements with his or her department head for additional time off for circumstances such as distance, the individual's responsibility for funeral arrangements, and the employee's responsibility for take care of the estate of the deceased. Additional leave time required for such occurrence may be charged to vacation or other approved leave when approved by the department head and/or Town Manager.