

Current Rule

RULE XI § 8. FUNERAL LEAVE (Reference Rule XI, Section 2.1) (Amended 02/87)

XI§8.1 In the event of the death of a probationary or classified employee's spouse, child or parent / legal guardian, an employee may be granted forty (40) hours paid leave of absence from the hours the employee is scheduled to work, to be taken within one (1) week of the funeral or burial rites. (Amended October 1, 2010) (Amended March 16, 2011) (Amended May 15, 2019)

XI§8.2 (Redesignated as Rule XI§1.1 and Rule XI§2.1 effective October 1, 2010)

XI§8.3 In the event of the death of a probationary or classified employee's grandparent, great-grandparent, grandchild, current son-in-law, current daughter-in-law, current brother-in-law, current sister-in-law or sibling or the parent or sibling of the employee's spouse, an employee may be granted twenty-four (24) hours paid leave of absence from the hours the employee is scheduled to work, to be taken within one (1) week of the funeral or burial rites. (Added October 1, 2010) (Amended March 16, 2011) (Amended March 22, 2018) (Amended May 15, 2019)

XI§8.4 This includes a person standing in loco parentis as a parent, son, or daughter. For the purpose of this Rule "half and current step" relationships and foster children will be viewed as natural. (Added October 1, 2010) (Amended March 22, 2018)

XI§8.5 Documentation will be required for each request of funeral leave upon the employee returning to work. This may include a statement from the funeral home or obituary indicating the name of the deceased, location of the funeral, date of death, and date of the funeral. Failure to provide the required documentation will result in the leave being charged against accrued annual leave or leave without pay. (Added October 1, 2010)

XI§8.6 When the Appointing Authority has determined that an employee has charged an absence against funeral leave for a funeral or burial rite not covered in this section, the Appointing Authority shall deduct the value of absent time from the employee's accrued annual leave or pay and may, in his discretion, also take disciplinary action. (Added October 1, 2010)

XI§8.7 An employee will not receive compensation for eligible bereavement leave days that fall on an employee's scheduled day off. (Added March 16, 2011)

Proposed Rule

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