

FUNERAL LEAVE

Probationary and permanent employees may be granted time off for attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, or grandchild; provided such time off shall not exceed two consecutive days on any one occasion. The day of the wake and the day of the funeral are the two days for which special leave is given to the employee. For example, if the two days fall during the week on days the employee is scheduled to work, the employee would be eligible for two days of funeral leave. If however, the wake is on a Sunday night and Sunday is the employee's normal day off with the funeral following on Monday, the employee would be allowed one day of funeral leave. If additional leave is required by the employee, the employee may request to use sick, compensatory or annual leave depending on the situation. For payroll purposes the name of the deceased person, relationship to the employee, the date(s) of the wake or funeral should be listed on the leave slip. Employees may request annual leave or leave without pay to attend funeral or burial rites of friends or relatives not specified.