


Subject: Funeral Leave	Departmental Policy No. 3-5	
	Effective: Upon Approval	
<p>I. Purpose</p> <p>To define the Department's policy concerning approval of excused absences in case of the death of an immediate family member.</p> <p>II. Scope</p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p>III. Definitions</p> <p>Immediate family - father or father-in-law, mother or mother-in-law, sister, brother, spouse, child or stepchild, grandparent, grandchild and other relatives if, in the opinion of the Department Director, such employee's presence, due to his or her individual relationship and the circumstances of the case, would be required.</p> <p>III. Policy</p> <p>In accordance with Section 14-171 of the Code of Ordinances and Administrative Procedures 3-11, Section 6.14, an employee may be excused for as many as three (3) paid calendar days in the case of death in the immediate family.</p> <p>As an example, an employee who is regularly off on Saturday and Sunday could be excused from work on Friday, Monday and Tuesday if circumstances warrant.</p> <p>The approval of three (3) days for funeral leave is not automatic, i.e., a one (1) day or two (2) day leave may be more appropriate, based on the circumstance of the situation. Each request will be evaluated on the employee's relationship with the deceased as well as the location of the funeral.</p> <p>The Department reserves the right to request reasonable documented proof of employees' attendance.</p>		
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The employee may not, under any circumstances, be granted more than the three (3) days of paid funeral leave for each instance of a death in the family. Any absences beyond the approved funeral leave must be charged to the appropriate accrued leave balance or taken as unpaid leave.

IV. Procedures

All funeral leave will be requested by employees through KRONOS using the code DFAM – Death in the Family. Additionally, to convey supporting documentation, supervisors will direct employees to complete the Funeral Leave Request Form (Attachment A). This form is to be maintained in the divisional files.

IV. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to corrective action up to and including indefinite suspension.

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Department of Public Works and Engineering

Funeral Leave Request Form

Employee Name		Employee Number	
Division/Unit			
Name of Deceased		Relationship	
Funeral Arrangements			
Date of Funeral/Memorial	City	State	
Interment Arrangements (if different from funeral)			
Date of Interment/Burial	City	State	
Date(s) Leave Requested	Beginning Date	Ending Date	
Comments (Optional)			

Requested By:	Date

Approved By:	Date