I. POLICY

The College provides employees with time away from work with pay to deal with issues surrounding the death of an immediate family member.
I. REFERENCES

A. SLCC Policy Chapter 2, Section 2.01, Employee Definitions and Categories

II. DEFINITIONS

A. Domestic Partner. A person with whom the employee meets the following criteria: (a) both are at least 18 years of age or older; (b) are recognized as unmarried in the State of Utah; (c) mentally competent to consent to this partnership; (d) not related by blood in the way that prohibits lawful marriage; (e) share the same primary residence and have been in a mutually exclusive relationship for at least the last (6) six months, and have plans to continue this arrangement on a indefinite basis; and (f) are jointly responsible for the common welfare of each other and share financial obligations.

III. PROCEDURE

A. Employees will be allowed time off with pay up to three days to make arrangements for and to attend the funeral of an immediate family member. The amount of time granted shall be governed by the individual circumstances. Where the time needed to accomplish normal arrangements for and to attend the funeral is less than three days, it is expected that employees will take only the amount of time that is required.

Immediate family members include:

<table>
<thead>
<tr>
<th>Father</th>
<th>Wife</th>
<th>Brother</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother</td>
<td>Son</td>
<td>Grandparent</td>
</tr>
<tr>
<td>Husband</td>
<td>Daughter</td>
<td>Grandchild</td>
</tr>
<tr>
<td>Sister</td>
<td>Domestic Partner</td>
<td></td>
</tr>
</tbody>
</table>

(And in-laws of the immediate family, step-relatives and domestic partner relatives of the same degree.)

B. Time taken in addition to funeral leave should be first charged to vacation leave and then to leave without pay if no vacation is available.

C. Any exceptions to the immediate family definition as outlined in Section III A must be approved by Human Resources for funeral leave with pay.
D. Employees wishing to attend the funeral of relatives not listed above may request vacation or leave without pay.