

BUSINESS
FUNERAL LEAVE
CHAPTER 2
POLICY 4.09

Board of Trustees Approval: 05/08/1985
Date of Last Cabinet Review: 10/18/2016
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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.

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PROCEDURE FOR POLICY 4.09

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I. REFERENCES

No references.

II. DEFINITIONS

A. See personnel definitions procedures.

III. PROCEDURES

A. Full-time 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:

Father	Wife	Brother
Mother	Son	Grandparent
Husband	Daughter	Grandchild
Sister	Domestic Partner	

(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.