ADMINISTRATIVE DIRECTIVE

2.2.3 FUNERAL LEAVE

A. Definition

1. Funeral leave is leave that may be given to a probationary or permanent employee without loss of pay or required use of annual leave or sick leave to attend the funeral services or burial rites of a member of the immediate family when such rites occur on a scheduled work day.

2. Immediate Family is defined as: Father, Mother, Step-Father, Step-Mother, Sister, Step-Sister, Brother, Step-Brother, Husband, Wife, Child, Step-Child, Mother-In-Law, Father-In-Law, Grandchild and Grandparents.

B. Length of Leave

Maximum funeral leave granted cannot exceed two (2) days.

C. Approval of Leave

1. Funeral leave must be requested.

2. Department heads may request available proof of time of funeral or burial rites before approving funeral leave.

3. Denial of funeral leave must be justified on the basis of critical shortages in staff or anticipated demand on the department or unit.

Policy Reference: Civil Service Rule 11.23.1