Emergency Leave

Employees who are appointed at least fifty percent (50%) time are allowed up to three days for funeral leave because of the death of a family member. Employees must obtain supervisory approval to take this leave. An employee's family includes the employee's spouse, the employee's and the spouse's parents or step-parents, children, brothers, sisters, grandparents, and grandchildren and an employee's daughters-in-law and sons-in-law. Upon return to work, the employee will be asked to provide written proof of the death of a family member, such as obituary, funeral program or death certificate to the supervisor.

With supervisory approval, an employee may be granted up to four hours of leave to attend the funeral of a co-worker.

More information about Emergency Leave is in the Handbook of Operating Procedures 7.F.3.