FUNERAL LEAVE/EMERGENCY LEAVE

In the event of death of an employee’s spouse, or the employee’s or spouse’s children, parents, grandparents, grandchildren, brothers, or sisters an employee who attends the funeral shall be granted Funeral Leave without loss of regular pay. Funeral Leave may be authorized for a period up to three days provided that such leave does not extend more than two days beyond the date of the funeral. Emergency leave may be granted by the President or his designee when the employee shows good cause for such leave. Examples of such reasons might include the death of a relative other than those described under the funeral leave provisions. Funeral or emergency leave may, with the approval of the President or his designee, be granted for periods in excess of three days. Requests for leave in excess of three days must be fully documented.

For more information consult the: **Authorized Paid Leave Policy, 4.18.5.**

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