

FUNERAL LEAVE

Policy Number: 3.2.205

Date: 7/3/07

Reviewed: 3/2019

Revised: 1/7/13, 3/2019 BOT approved 5/2019

A full-time employee will have 4 paid days available per calendar year, in addition to PTO, for their use in the event of the death of a family member. A family member is defined as spouse, son, daughter, mother, father, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, son-in-law, daughter-in law, grandparent, grandparent-in-law, or grandchild. This policy would also include stepparent, step-sibling, and step-child. Paid funeral leave days are subject to approval by the immediate Administrative supervisor.