

**LEAVE -
Funeral**

REFERENCES

KAR 1-9-12

POLICY

Employees on benefit eligible positions may be granted paid funeral leave upon the death of a close relative as noted below. Under no circumstance may funeral leave exceed six (6) working days. In making determinations, the relationship to the employee, required travel time and staffing must be considered.

1)	<u>RELATIONSHIP</u>	<u>RECOMMENDED MAXIMUM AUTHORIZED DAYS</u>
	Spouse	6
	Children*	6
	Parents*	6
	Brother & Sister*	6
	Grandparents/Grandchildren	3
	In-Laws: Father/Mother/Daughter/Son/Brother/Sister	3
	Other relative or foster child residing in household	3
	Aunt/Uncle	1
	Niece/Nephew	1

* Includes step and adoptive

- 2) In cases of a divorced employee who has custody of minor children, the death of the child's parent or grandparent may be considered for funeral leave. Recommended authorized days would be three (3) for a child's parent and one (1) for a child's grandparent.
- 3) In cases where an individual was raised by someone other than the mother or father, an allowance should be made to attend the funeral.
- 4) For relatives not covered under paid funeral leave, the employee may request to use vacation, overtime compensatory hours or holiday compensatory hours, if applicable.
- 5) Employees may also request to use other types of leave for additional days or for persons not covered by this policy.

PROCEDURES

- 1) If possible, employees should complete the 'TAG Leave Request' form prior to taking funeral leave. If this is not possible, the employee should immediately notify the supervisor (or a supervisor in the chain of command) and complete the leave request form immediately upon returning to work. There is no guarantee that the maximum allowed will be authorized. Also, it should not be assumed that being absent longer than the recommended authorized days will be approved as funeral or any other leave without prior authorization.
- 2) Leave request forms must specify the relationship to the employee and the location of the funeral.
- 3) Documentation of funeral leave may be requested. If requested, the documentation should be attached to the leave request form which accompanies the timesheet to OSHR.
- 4) For questions or special circumstances contact OSHR.

EFFECTIVE DATE: 6/98

OPR: Director of OSHR

New: 6/98(Date)