

**FUNERAL LEAVE 305**

*Effective Date: 02/01/2016*

Employees who wish to take time off due to the death of an immediate family member should notify their supervisors immediately.

The following amounts of paid funeral leave will be provided to full-time employees, except those in Social Services, for the death of the following individuals:

- **Up to 32 consecutive working hours** for the employee's spouse, parent, child, sibling; grandparents or grandchildren, at the discretion of the Department Head.
- **Up to 16 consecutive working hours** for extended family, which includes the employee's spouse's parents, siblings, and grandparents, foster parents, foster children, the employee's child's spouse, or any other person whose association with the employee was similar to any of the previously listed individuals, at the discretion of the Department Head.

Part-time employees are eligible for leave, as outlined above, but on a pro-rated basis. Eligible employees in the Social Services department receive funeral for the death of the following individuals:

- **Up to 24 consecutive working hours** for the employee's spouse, parent, stepparent, child, sibling; employee's spouse's parent, stepparent, child, sibling; foster parent or foster child; grandparents or grandchildren.

Employees may, with their supervisors' approval, use any available annual leave for additional time off as necessary.

Employees will only be paid for hours for which they would normally have been scheduled.