FUNERAL LEAVE

In the event of death within the immediate family, a regular employee may receive paid leave of up to five consecutive workdays, depending on need and subject to the approval of the department. Immediate family for this purpose is defined as wife, husband, child, guardian, foster child or ward, stepfather, stepmother, stepdaughter, stepson, adult designee and adult designee dependent child, parent, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, or person bearing the same relationships to the employee’s spouse.

In the event of death of friends or other persons not defined as immediate family, paid leave of up to one full day may be granted at the discretion of the department. An additional funeral day may be granted when an employee is required to travel across two or more states.

Death of a member of the immediate family demanding the employee’s presence is a qualifying event under the Family Medical Leave Act (FMLA).