

8.11 FUNERAL LEAVE

Policy

It is the policy of Austin County to grant paid funeral/bereavement leave to eligible employees. Eligible employees are Regular Full Time 40 hours per week with funeral leave based on 8 hours per day and Regular Full Time 32 hours per week with funeral leave prorated at 6.5 hours per day. Eligible employees may take up to three (3) paid days off with the Elected Official or Department Head approval for the death of an immediate family member.

Procedures

The employee will notify his or her Elected Official or Department Head of the anticipated time needed away from work. Complete an Absence Request form, if possible. If the employee is notified of the death while away from work, he or she may notify the Elected Official or Department Head by telephone and complete the Absence Request form upon returning. The Elected Official or Department Head will send a copy of the Absence Request form to Human Resources.

If an eligible employee is on vacation when a death in the immediate family occurs, he or she will have the option to request funeral leave be used in lieu of vacation leave. The eligible employee should notify the Elected Official or Department Head, who will advise Human Resources, County Treasurer's Office and County Auditor's Office. The time will be corrected in payroll.

The Elected Official or Department Head will notify Human Resources regarding the leave.

8.11 A Funeral Leave for Immediate Family Members

Immediate family is defined in Section 3.05 EMPLOYMENT OF RELATIVES (NEPOTISM Charts) of the policy manual.

Documentation (bulletin, obituary notice) may be requested by Elected Official or Department Head.

8.11 B Funeral Leave for Other Family Members

Austin County allows eligible employees time off with pay, up to a maximum of sixteen (16) hours, to attend the funeral of a relative who is not a member of the employee's immediate family. Documentation (bulletin, obituary notice) may be requested by Elected Official or Department Head.

8.11 C Additional Funeral Leave

Eligible employees may request time off for funeral/bereavement beyond the amounts set out in Policy numbers 8.11 A and 8.11 B. The request for additional time off may only be granted by Elected Official or Department Head. If approved, hours will be deducted from the employee's available accrued vacation, other time, comp time or

holiday time. In the event the employee does not have any accrued time, the Elected Official or Department Head may approve additional time off, but the time shall be unpaid.

3.05 EMPLOYMENT OF RELATIVES (NEPOTISM CHARTS)

Texas Government Code Chapter 573, a Public Official of Austin County is prohibited from hiring a relative related in the third degree of consanguinity (blood) or the second degree of affinity (marriage) to work in a department that he or she supervises or exercises control over.

A degree of relationship is determined under Texas Government Code Chapter 573. (See the charts that follow.)

