

## 8.11 FUNERAL LEAVE

### Policy

It is the policy of Austin County to grant paid funeral/bereavement leave to all eligible employees with Elected Official or Department Head approval for the death of an immediate family member. Employees that work Regular Full Time 40 + hours per week may take up to 24 total hours paid time off and Employees that work Regular Full Time 32 hours per week may take 19.50 total hours paid time off. Funeral/bereavement leave must be used within 3 months of the death.

These covered relationships to the **EMPLOYEE** are as follows:

Spouse	Mother	Father
Step-Parent	Mother-in-Law	Father-in-Law
Son	Daughter	Step-Child
Son-in-Law	Daughter-in-Law	Sister
Brother	Brother-in-Law	Sister-in-Law
Grandparent	Spouse's Grandparent	Grandchild
Spouse's Grandchild		

Austin County allows eligible employees time off with pay to attend the funeral of a non-immediate family member. Employee that works regular full time 40 hours per week may take 8 hours paid time off and Employees that work regular full time 32 hours per week may take 6.50 hours paid time off. Funeral/bereavement leave must be used within 3 months of the death.

These covered relationships to the **EMPLOYEE** are as follows:

Aunts	Uncles	Nieces Nephews
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If additional time is needed for funeral leave the employee may use accrued time, such as vacation, holiday, or, compensatory time. If the employee does not have any accrued time the Elected Official or Department Head may approve Leave Without Pay at their discretion.

If there is suspected abuse of this policy it will be at the discretion of the Elected Official or Department Head to require documentation such as a bulletin or obituary.

In the event of a death of a current Austin County employee, the Elected Official can give 4 hours of paid leave.

## Procedures

The employee will notify his or her Elected Official or Department Head of the anticipated time needed away from work. 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. The Elected Official or Department Head will verify the employee's timesheet reflecting bereavement time and document in the comments section the relationship to the employee in regards to the policy above.

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.