

The employees of the Street and Sanitation Departments are requesting a review of the personnel manual in regards to leave of absence for funerals. As of right now there is no funeral leave policy. Refer to section 3-4, article (6) of the personnel manual.

Please take the following into consideration:

*DMR*

I. Purpose

To provide employees with a limited amount of time off from work as a bereavement period in the event of the death of a member of the employee's immediate family, or time off to attend the funeral of a fellow employee.

*DMR*

II. Definitions

A. Immediate Family - Immediate family shall mean one of the following: husband, wife, child, step-child, parent, brother, half-brother, sister, half-sister, grandparent, grandchild, mother-in-law, father-in-law, step-parents and properly established foster parents. In the case of step-parents, employee must have lived in the same household with step-parents. In the case of foster parents, employee must have lived in the household of such foster parent in the relationship of parent and child.

III. Scope

This policy is applicable to all full-time employees only.

V. Policy Statement

It is the policy of the City of Jonesboro to provide employees with a limited amount of time off from work with pay (full-time employees) or without pay (part-time employees) in the event of a death in the employee's immediate family, or to attend the funeral of a fellow employee.

A. An employee shall be granted three (3) working days off, with pay at the time of a death in the employee's immediate family. The employee shall give his/her supervisor prompt notice of the death and his/her desire to be granted time off. Time off for death in family will begin immediately upon an employee's release from their work assignment.

There will be no loss of accrued sick leave days or vacation days during the time off for death in the immediate family.

Proof of the relationship may be investigated if evidence of abuse exists.

B. A Department Head may grant up to four (4) hours time off to attend the funeral of a fellow employee.

Additional time may be granted as leave without pay or as vacation when justified by circumstances.

C. Responsibility

Each supervisor shall be responsible for applying this policy in a fair and reasonable manner.

*DMR not civil service personnel*

*A PER CALENDAR YEAR*