

Title: Funeral Leave
Policy Number: 602
Effective Date: July 1, 2009
Revision Date: July 1, 2013
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to permit employees to be absent from work due to the death of certain identified family members as authorized. The County will provide compensation for funeral leave according to the guidelines below.

Comments:

- (1) An employee will be granted, up to five (5) consecutive work days of paid funeral leave for bereavement and attendance at the funeral services for the employee's spouse, parent or child, be they related by blood or marriage.
- (2) An employee will be granted, up to three (3) consecutive work days of paid funeral leave for bereavement and attendance at the funeral services of the employee's brother, sister, brother-in-law, sister-in-law, grandparents, or grandchild, be they related by blood or marriage and any other persons who are members of the employee's household.
- (3) An employee will be granted one (1) day of paid funeral leave to attend the funeral services of a relative not listed in Section 1 or 2 above.

In the event of the death of a fellow employee within their department, the Department Head or designated representative shall determine the minimum staffing requirements that will need to be in place at the time of the employee's funeral and will determine the amount and type of paid leave usage required.

- (4) An employee who has completed the introductory period will be granted one-half (1/2) day without pay to attend the funeral services of a neighbor or close friend, or to act as a pallbearer funeral attendant.

Employees may utilize paid personal, vacation or compensatory time to act as a pallbearer or funeral attendant or to attend funeral services for individuals not listed above, as authorized by the employee's supervisor.

- (5) Employees must attend funeral services in order to qualify for funeral leave pay.

- (6) Part-time employees who work twenty-four (24) hours or more per week are eligible to receive paid funeral leave as outlined above only for those days on which they normally would be scheduled to work and only for their regularly scheduled number of hours. Temporary and variable hour employees and employees on leaves of absence without pay or on layoff are not eligible to receive paid funeral leave.