

## 130 – FUNERAL AND BURIAL LEAVE

- A. A leave of absence with pay up to 24 working hours for a regular employee is allowed for funeral and burial when death occurs in the employee's family.
- B. "Family" means the relatives of the employee and the employee's spouse or domestic partner including in-laws, step-relatives, foster, or equivalent relationship as follows:
  - 1. Spouse, domestic partner;
  - 2. Children;
  - 3. Parents;
  - 4. Siblings;
  - 5. All levels of grandparents;
  - 6. All levels of grandchild;
  - 7. Niece, nephew; or
  - 8. Aunt, uncle.
- C. Funeral and burial leave is not sick leave or annual leave. For the death of someone not covered by this policy, it is appropriate to request annual leave.
- D. An employee using funeral and burial leave must give as much notice as possible to the employee's supervisor.

Approved by the Supreme Court 4/1/12; amended 3/17/21