

Policy 3506

From Human Resources

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PERSONNEL POLICY

MANUAL

MoDOT Personnel Policy Title: Funeral Leave

Policy Number: 3506 **Chapter Title:** Leaves of Absence

Effective Date: July 1, 2006

Supersedes Policy Number 3506 **Dated** July 1, 2005

Approved By: Micki Knudsen, Human Resources Director

(Signature on file)

POLICY STATEMENT

The department will provide time off from work with pay to full-time and permanent part-time employees due to the death of a family member or friend as described below. The department will also designate appropriate employees to attend funerals of current employees.

PROVISIONS/REQUIREMENTS

1. Absence Due to Death of Immediate Family Member

a. A full-time employee will be allowed up to 40 hours absence from work due to bereavement in the event of the death of a member of the employee's immediate family. This time is primarily for bereavement, but may also be used for travel time as well as time needed to assist with funeral arrangements and other matters related to the family member's death. If more than 40 hours is needed, the employee will need to use other types of accrued paid leave.

b. A permanent part-time employee will be allowed funeral leave in the event of the death of a member of his/her immediate family at a rate based on the number of hours in pay status. (See Personnel Policy 0515, "Permanent Part-Time and Job Share Employment," for the appropriate leave rate). If more than this pro-rated amount of funeral leave is needed, additional time off must be charged to other types of accrued paid leave.

c. A member of the immediate family for purposes of this policy includes an:

- employee's spouse;
- employee's child;
- employee's parent;
- employee's stepparent;
- employee's brother;
- employee's half brother;
- employee's sister;
- employee's half sister;
- employee's grandparent;
- employee's grandchild;
- employee's son-in-law;
- employee's daughter-in-law;
- employee's spouse's child, parent, stepparent, grandparent, and grandchild; and
- any other relative who is a member of the employee's immediate household.

Adoption is the same as a blood relationship, a "half" relationship is the same as a "whole relationship," and "step" relationships apply to stepparents and stepchildren.

2. Absence Due to Death of a Friend or Non-Immediate Family Member

An employee may be granted paid time off for actual time needed, but not to exceed, eight hours to attend or participate in the funeral of a friend or a relative who is not an immediate member of the family.

3. Absence Due to Death of Department Employee

The appropriate district engineer or division leader/state engineer may specify who is to attend the funeral of a current employee and the amount of paid time off to be allowed, generally not to exceed eight hours.

CROSS REFERENCE

Personnel Policy 0515, "Permanent Part-Time and Job Share Employment"

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