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**: April 1, 2009 **Supersedes Policy Number**: 3506 **Dated**: July 1, 2006
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:

(1) Employee's spouse;
(2) Employee's child;
(3) Employee's parent;
(4) Employee's stepparent;
(5) Employee's brother;
(6) Employee's half brother;
(7) Employee's sister;
(8) Employee's half sister;
(9) Employee's grandparent;
(10) Employee's grandchild;
(11) Employee's son-in-law;
(12) Employee's daughter-in-law;
(13) Employee's spouse's child, parent, stepparent, grandparent, and grandchild; and
(14) 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

With the approval of his/her supervisor, 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 (other relative). This eight-hour limit applies regardless of the work schedule an employee is working, such as 5X8, 4X10, etc. Under this section, the provisions stated below are to be used if the particular circumstances are as outlined below. Please note that while these provisions cover a number of situations when funeral leave can/cannot be used, they do not cover all situations. These can be used as a guide to help supervisors when other situations arise.

A. **Friends** in this section are intended to include those people whom an employee considers as close personal friends, rather than just acquaintances of the employee. Also included in the friend category are immediate family members of co-workers. When immediate family members (such as parents, spouse, and children) of employees pass away, their co-workers may be allowed to attend the funerals as a means of supporting these

employees in their times of loss. The friends category does not include everyone who is a member of the same church or social/civic group (Jaycees, etc.) whom an employee may see only occasionally and who is an acquaintance instead of a personal friend.

B. **Attendance** at funerals of friends or other relatives can involve such activities as:

(1) Changing into clothes more appropriate for a funeral.
(2) Traveling to the location of the funeral.
(3) Talking with family members of the person who passed away, if a visitation occurs immediately prior to the funeral services.
(4) Sitting through the funeral services.
(5) Going to the graveside services.
(6) Eating with the family if a meal is provided (with the normal 30 minutes of unpaid lunch time not being coded to funeral leave).
(7) Traveling back to the work site.
(8) Changing back into normal work clothes.

For services held a short distance away, time off for some or all of the above activities should not take a full eight hours. Many employees can attend local services and use from one to four hours of paid funeral leave. A full eight hours of leave should only be needed when there is a long drive to the funeral site, such as to two hours each way.

C. **Participation** in funerals of friends or other relatives may involve such activities as being a pallbearer, reading scripture, singing, playing music, or even conducting the service. These activities can be eligible for funeral leave **provided employees are not being paid to perform the particular functions or employees do not do this on a regular voluntary basis because of their membership in a church or social/civic group**. Another function not eligible for paid funeral leave is when members of a church volunteer to prepare meals for funerals held on or off church property and whether these funerals are for members of their church or not.

D. When an employee's work schedule prevents him/her from attending the funeral services of a friend or other relative, the employee's supervisor may approve the employee to use funeral leave to allow the employee time to leave work early to **attend the visitation in lieu of attending the funeral**. This is when the visitation is held a day or more prior to the funeral service. A supervisor should consider such items as the travel time to the visitation and whether or not the employee needs to change clothes in determining how much leave should be approved for the employee to go to the visitation when the employee will not be able to attend the funeral services.

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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