

*Kingman County
Kansas
Personnel Policy Manual*

Policy # 13
Funeral Leave/Bereavement

Commission Approved
Date: 1/10/11

13 Funeral and Bereavement Leave

- 13.1 For each occurrence, a regular full-time employee shall be granted funeral leave and bereavement pay (paid time off) for immediate family members of the employee. Family member is defined as follows: spouse, children, grandchildren, grandparents, parents, parents-in-law, brothers, sisters, brothers- and sisters-in-law, or spouse's relation of any of the above-listed family members, or a dependent member residing in the employee's household. Paid leave under this policy shall not exceed the following without the express approval of the Commissioners:
- a. Bereavement leave for the death of an employee's spouse, children, grandchildren, grandparents, parents, parents in law, brothers, sisters, brothers- and sisters-in-law, or spouse's relation of any of these named relatives, or a dependent member residing in the employee's household shall be a paid up to three (3) day leave if needed. Notify your Department Head as soon as possible on the amount of time required for funeral leave.
 - b. Bereavement leave for the death of an aunt, uncle, niece, nephew, or first cousin of the employee or the employee's spouse shall be a paid up to one (1) day leave if needed.
 - c. If additional time is desired in either (a) or (b) and the employee has available vacation, personal hours, or sick leave to cover the time requested, and has made the request at the time of the initial leave request, approval of that time off may be granted by and at the sole discretion of the department head. If the employee does not have the necessary accrued paid leave, the department head may grant personal leave without pay if exceptional, extraordinary circumstances exist.
 - d. Two (2) hours of paid funeral leave will be allowed upon request to attend the funeral of a co-worker or a former co-worker.
- 13.2 Each regular full-time employee shall be granted funeral leave with pay to attend the funeral of persons other than family members. Up to one-half (1/2) day of paid time off shall be granted to employees in this circumstance for a two (2) time occurrence per calendar year. Should the employee wish to attend the funeral of non-family persons more than twice per year, the employee must utilize vacation or personal leave hours to cover the time off. Should circumstances warrant, the employee may request to supplement, as needed, time off with sick leave. Notify your Department Head as soon as possible on the amount of time required for this type of funeral leave.

- 13.3 Part-time employees may be granted time off as a personal leave without pay, but must be approved in advance by the department head.