

CITY COUNCIL POLICY 3-3-4

DISTRIBUTION: City Manager, All Departments

SUBJECT: **Bereavement Leave Policy**

APPLICATION: Applies to All Employees (except as may be provided differently under the terms of a collective bargaining agreement applicable to a particular group of employees).

PURPOSE: To govern the provisions of Bereavement and/or Funeral Leave for City employees.

Funeral Leave

1. In the event of the death of a member of a regular full time or part time employee's immediate family or any other person that is a legal ward of the employee, the employee may be granted Bereavement Leave with pay, up to a maximum of three (3) eight (8) hour work days (or 24 hours) to be used within a seven (7) day period. The employee will request the time off to the department head or designee, who shall determine the amount of leave to be granted as the circumstances warrant considering factors such as nature of relationship and distance of travel.
2. For the purposes of Section 1, an employee's immediate family shall be defined as a parent, spouse, child, sister, brother, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparent or great-grandparent of the employee or spouse, or "foster" or "step" situations within these relationships.
3. In the event of death of a brother-in-law or sister-in-law, the employee shall be granted one (1) regular workday for the purpose of attending the funeral or memorial service of the deceased and may be granted up to two (2) additional consecutive workdays if necessary due to special circumstances (distance/travel issues, acting as executor, etc.) in connection with the death.
4. Employees may also utilize one (1) day of sick leave for attendance at a funeral or a memorial service of other relatives not covered within Section 1 or 3.
5. The department head or designee may require verification of death and relationship to the employee as well as proof of attendance at the service.
6. Benefits shall cover only regularly scheduled workdays of the Bereavement Leave falling in the employee's regular workweek for which the employee would have received pay if on the active rolls of the City and working during that period.

7. Daily benefits shall be utilized at the employee's regularly scheduled eight (8), ten (10), twelve (12), or twenty-four (24) hour day, but not to exceed twenty four (24) hours.

EFFECTIVE DATE: May 12, 2014

RESCISSION: This policy rescinds and supersedes all prior policies in conflict herewith


RESPONSIBILITY DEPARTMENT: Human Resources

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THIS 12th DAY OF May, 2014.





JOHN R. COBURN, Mayor



Pamela S. Bates, City Clerk
(SEAL)

APPROVED as to form and legality this 14 day of May, 2014.



Roy D. Tucker
City Attorney