

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 111.06
SUBJECT: APPROVED LEAVE	INITIAL EFFECTIVE DATE: 08/21/84
TITLE: DEATH IN THE FAMILY LEAVE	LAST REVISION DATE: 01/07/2008

POLICY STATEMENT:

It is the policy of the City of Denton to grant a maximum of three days paid leave to regular full-time employees in cases of death of family members. Uses of this leave may include making funeral arrangements and attending funeral services including travel time. The following are considered family members:

<u>Immediate Family</u>	<u>Other Family</u>
Husband	Uncle
Wife	Aunt
Son	Nephew
Daughter	Niece
Mother	Grandfather-in-law
Father	Grandmother-in-law
Brothers	
Sisters	
Step and Foster Children	
Father-in-law	
Mother-in-law	
Brother-in-law	
Sister-in-law	
Son-in-law	
Daughter-in-law	
Grandparents	
Grand Children	
Step Parents	

ADMINISTRATIVE PROCEDURES:

- I. For each instance of death in the immediate family all regular full-time employees may be granted leave by the immediate supervisor, not to exceed three (3) paid calendar days.

One day of paid leave may be granted to attend funeral services for relatives other than immediate family.
- II. Regular part-time employees may be granted up to three days leave without pay for each instance involving immediate family, and one day of unpaid leave for services of relatives other than immediate family. Vacation or compensatory time may be used at the discretion of the supervisor when appropriately requested by the employee.
- III. All employees may be granted up to two hours of paid leave to attend the funeral services for fellow employees when the services occur during scheduled work hours. Employee leave for such

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attendance is conditional upon supervisor approval, work load and need of the City.

- IV. Employees may request compensatory time, vacation time or personal leave without pay for the funeral of individuals not covered in this policy.
- V. Employees on an unpaid leave or extended Family and Medical Leave (see policy no. 107.04) status will not receive pay for a death in the family leave.
- VI. Death in the family leave benefits will not be paid for the same time an employee receives holiday pay, sick leave pay, vacation/bonus time pay, or any other paid leave benefit.