

EMERGENCY LEAVE: DEATH IN IMMEDIATE FAMILY

Provisions

Full-time, regular employees experiencing a death in their immediate family may request paid emergency leave for up to five (5) days as necessary for making funeral arrangements, attending the funeral, travel to another City, or other valid reasons occasioned by the death of a member of the employee's immediate family. Emergency leave does not accumulate or carry over from one year to another year. Sick leave shall not be used for emergency leave reasons.

This section is not intended to grant an automatic benefit of five days paid leave for every death in an employee's immediate family. Nor is it intended to provide additional time off in every case. The amount of approved time off will depend upon the need as stated by the employee and determined by the department head. If there is doubt as to the veracity of the need for the amount of time requested, the department head or authorized designate may make inquiries to verify the need. Leave is conditioned on the approval of the department head. All decisions on the amount of paid emergency leave to be granted to employees shall be made in a fair and non-discriminatory manner.

Immediate Family Defined

Immediate family for purposes of emergency leave is defined as spouse, child, parent, sibling, grandparent, mother-in-law, father-in-law, and if living under the same roof with the employee, any relative or relative by marriage.

Request Requirements

Requests for paid emergency leave must be made as soon as the employee is aware of the necessity of being absent from work. All such requests must include the number of days the employee expects will be necessary to be absent from work, the reasons why the employee needs the number of days requested, and any other information that may be requested by the department head so that a fair decision may be made on the number of days of emergency leave to approve.

Unusual Need Requests

If the employee has family responsibilities in connection with the death which will necessitate the employee's requiring more time off than the limit of five (5) paid emergency leave days, the department head may grant the employee the use of available discretionary or annual leave if the employee has provided a satisfactory explanation of the reasons why it is necessary. If none available, the employee may request reasonable leave without pay.

Other Authorized Use of Emergency Leave

The department head may grant paid emergency leave of not more than one (1) day for an employee to be a pall bearer or to attend the funeral of a co-worker in his or her department.

Violations

Employees who fail to comply with this policy, or who are absent without prior department head approval, or who are absent in excess of the approved number of days, may be denied paid leave benefits and are subject to disciplinary action, including discharge.

Employees who falsely claim a death in the immediate family, or misrepresent circumstances to justify needing more than the necessary amount of time off are subject to disciplinary action, including discharge.