

Subject: Funeral Leave
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POLICY

Funeral Leave is defined as paid leave that may approved for up to three (3) working days as the result of the death of an immediate family member. Must be a regular full-time employee. Funeral leave cannot be used to exceed 40 hrs pay in a work week.

An immediate or extended family member is defined for this policy only as the employee's biological or adopted:

- Parent
- Spouse
- Child/Step-Child/Foster Child/Grandchild
- Sibling
- Grandparent
- Great-grandparent
- In-Law Relationships (Mother/Father/Sister/Brother/Child)
- Aunt / Uncle

Traditional Cultural Family Relations may be approved for the use of funeral leave by the Tribal Chair on a case by case basis. An explanation of relationship will be required to be submitted as part of the Application for Leave for approval of funeral leave on this basis.

An Employee shall apply for funeral leave by submitting an Application for Leave form which shall have an obituary or Memorial Card/Funeral Pamphlet attached to the Human Resources Department.