



Human Resources Policies and Procedures

Policy Title: Funeral Leave	Policy Number: 4.10
Effective: January 1, 2023	
Supersedes previous version of policy effective dated March 29, 2021	
Approval: <i>Debra K. Buckson</i>	Page 1 of 3

1.0 Scope

- | | |
|---|--|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Part-time | <input type="checkbox"/> Independent Contractors |
| <input type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Visitors, Vendors, Volunteers |
| <input checked="" type="checkbox"/> Non-Union | <input type="checkbox"/> Board and Commission Members |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

The purpose of this policy is to establish uniform guidelines for handling funeral leave requests.

3.0 Policy

- 3.1** The City of Ann Arbor is aware there are times when an employee will need to secure time off to make arrangements and attend funeral services for members of their immediate family. A maximum of five (5) consecutive working days are available for Funeral Leave.

DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

- 3.2** Employees will be allowed one (1) day off with pay to serve as a pallbearer at a funeral for one who is not in the employee's immediate family.

4.0 Responsibility

- 4.1** Management and Payroll will be responsible for the consistent administration of this program and ensuring compliance with the Funeral Leave policy.
- 4.2** It is the responsibility of each employee to follow this policy. Employees are responsible for recording funeral leave time used on his or her time sheet.

5.0 Definitions

5.1 *Immediate Family Members* include:

- Spouse
- Domestic Partner
- Children, step-children, foster children, children of domestic partner, including adult children
- Any person for whom the employee has legal guardianship
- Parent, step-parent, or parent/step-parent of spouse or domestic partner
- Sibling, including step-sibling, and sibling or step-sibling of spouse or domestic partner and spouse or domestic partner of sibling or step-sibling (i.e. brothers and sisters in law).
- Parent or step-parent of spouse or domestic partner
- Grandchild or step-grandchild
- Grandparent, step-grandparent, or grandparent or step-grandparent of spouse or domestic partner, or great-grandparent, step-great-grandparent of employee, spouse, or domestic partner (this includes great-grandparents)
- Spouse or domestic partner of child or step-child
- A human member of employee's household

6.0 Procedures

- 6.1** An employee must notify his or her supervisor as soon as possible after the death of an immediate family member of the employee's need to use funeral leave time.
- 6.2** A supervisor may request documentation, if deemed appropriate, before authorizing the granting of funeral leave pay.

DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

- 6.3** The number of days used must be communicated to Payroll on the employee's time sheet. Payroll will pay funeral leave pay as indicated on the employee's time sheet.
- 6.4** The employee must use the funeral leave within 30 days of the death of their immediate family member unless approved by supervisor/manager in extenuating circumstances.

DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.