

Personnel Rule 7.8 – Funeral Leave

7.8.0 Authority

SMC 4.04.040 and subsequent revisions thereto, Administration

SMC 4.04.050 and subsequent revisions thereto, Rule-Making Authority

SMC 4.28 and subsequent revisions thereto, Funeral Leave

SMC 4.30 and subsequent revisions thereto, Documentation of Eligibility for Certain Uses of Sick Leave and Funeral Leave

7.8.1 Definitions

- A. "Appointing authority" shall mean the head of an employing unit authorized by ordinance or City Charter to employ others on behalf of the City, or a designated management representative. The term includes and can be used interchangeably with department head, department director, superintendent, and chief.
- B. "Close relative" shall mean the employee's spouse/domestic partner, or the child, parent, sibling, grandparent or grandchild of the employee or the employee's spouse/domestic partner.
- C. "Funeral leave" shall mean time off without loss of pay or paid leave.
- D. "Regularly appointed employee" shall mean an individual with a probationary, regular or exempt appointment to a position of City employment.
- E. "Relative other than a close relative" shall mean the employee's uncle, aunt, cousin, niece or nephew, or the spouse/domestic partner of the employee's sibling, child or grandchild. It also means the uncle, aunt, cousin, niece or nephew of the employee's spouse/domestic partner, or the spouse/domestic partner of the sibling of the employee's spouse/domestic partner.

7.8.2 Application of this Rule

- A. The provisions of this Rule apply to regularly appointed employees.
- B. For regularly appointed employees who are represented under the terms of a collective bargaining agreement, this Rule prevails except where it conflicts with the collective bargaining agreement, any memoranda of agreement or understanding signed pursuant to the collective bargaining agreement, or any recognized and established practice relative to the members of the bargaining unit.
- C. This Rule does not apply to individuals who are employed under the terms of a grant that includes funeral leave provisions that conflict with this Rule.
- D. This Rule does not apply to individuals hired by the City on a temporary, intermittent or seasonal basis, or for a work schedule of fewer than 20 hours per week, nor does it apply to individuals hired under contract to the City.
- E. Appointing authorities may establish written policies and procedures for the implementation and administration of this Rule to facilitate the management of

the personnel system within their employing units, provided that such policies and procedures do not conflict with the provisions of this Rule.

7.8.3 Funeral Leave

- A. The appointing authority may approve up to 8 hours of funeral leave per occurrence for a full-time employee to attend the funeral of a close relative. An additional 8 hours may be granted if funeral attendance requires round-trip travel of 200 miles or more. Funeral leave is pro-rated for part-time employees.
- B. In addition to funeral leave, a full-time employee is eligible to use up to 32 hours of sick leave for attending the funeral of a close relative. However, a full-time employee may not be granted more than a combined total of 40 hours of funeral leave and sick leave for a single occurrence. The amount of funeral leave and sick leave combined for which a part-time employee is eligible shall be pro-rated based on his or her normal work schedule.
- C. The appointing authority may approve up to 40 hours of sick leave per occurrence for a full-time employee to attend the funeral of a relative other than a close relative. The amount of sick leave available to a part-time employee shall be pro-rated based on his or her normal work schedule.
- D. Additional time off for bereavement may be charged to vacation, personal holidays, compensatory time off, or executive and merit leave, or be unpaid, with supervisory approval.
- E. Employees shall provide such documentation as is reasonably necessary to substantiate the need for funeral leave.