POLICY

A regular full-time or part-time employee\(^1\) may be excused from work for a maximum of five consecutive days with pay following a death in the immediate family. The employee will be paid for any of the five days on which he/she was scheduled to work. Immediate family includes: employee's parents, legal guardian(s), brother, sister, spouse, children, child's spouse, grandchild, grandparents, in-laws (mother/father-in-law, brother/sister-in-law, son/daughter-in-law), and step-relatives (step-parent and step-child).

A regular full-time or part-time employee may be excused from work for a maximum of one day with pay following the death of a close relative. The employee will be paid for one day on which he/she was scheduled to work. Close relatives include: aunt, uncle, cousin, niece and nephew.

PROCEDURE

Excused absences should be noted on the employee's Kronos sheet, time sheet, or absence report\(^2\). In addition to showing the reason for absence as death in family, the relationship of the deceased to the employee should also be noted so that appropriate payment can be determined.

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\(^1\) See WORK STATUS.

\(^2\) See TIME RECORDS.

11/1/01