

FUNERAL LEAVE

Policy:

It is the policy of the Adjutant General's Department to permit employees to be absent from work on an authorized short-term basis for death, funeral, or estate settlement in the employee's immediate family (the phrase "immediate family" for the purposes of this policy includes the employee's spouse, brother, sister, father, mother, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any member of the employee's household):

Comment:

(1) Employees on benefit eligible positions may be granted paid funeral leave upon the death of a close relative as noted below. Leave must be made using the Leave Request Form and will need to adhere to the Short Term Absences policy. Under no circumstance can funeral leave exceed six (6) working days. If possible, employees should request leave prior to taking funeral leave. If this is not possible, the employee should immediately notify the supervisor (or a supervisor in the chain of command) and complete a leave request form immediately upon returning to work. There is no guarantee that the maximum allowed will be authorized. Also, it should not be assumed that being absent longer than the recommended authorized days will be approved as funeral or any other leave without prior authorization. Leave request forms must specify the relationship to the employee and the location of the funeral. In making determinations, the relationship to the employee, required travel time and staffing must be considered:

- (a) The maximum of six (6) working days of paid funeral leave is recommended for the following family members:
 - (i) Employee's spouse;
 - (ii) Employees children, adoptive children, and step-children;
 - (iii) Employee's parents, adoptive parents, and step-parents;
 - (iiii) Employee' brother, adopted brother, sister, adopted sister, step-brother, adopted step-brother, adopted step-sister, and step-sister
 - (iiiii) In the case where an individual was raised by someone other than the mother or father, an allowance will be made.
- (b) The maximum of three (3) working days of paid funeral leave is recommended for the following family members:
 - (i) Employee's grandparents and grandchildren
 - (ii) Employee's father in-law, mother in-law, daughter in-law, son in-law, brother in-law and sister in-law.
 - (iii) Other relative or foster child residing in household
 - (iiii) Employee's ex-spouse
- (c) The maximum of one (1) working day of paid funeral leave is recommended for the following family members:

Kansas Adjutant General's Department – State Human Resources Guidelines **2011**

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POLICY

- (i) Employee's aunt or uncle
- (ii) Employee's niece or nephew
- (iii) Employee's ex-father in-law and ex-mother in-law.

(2) For relatives not covered above, or for additional days, the employee may request to use other accrued leave (sick leave may not be used), if applicable.