

Leave For Death in Immediate Family

Summary/Purpose: Information regarding leave time for an employee required to be absent from work due to the death of an immediate family member is given.

Employees may use up to three (3) days per occurrence of earned Major Medical (sick) Leave in any calendar year because of a death in the immediate family requiring the employee's absence from work. The "immediate family" is defined as spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, son- or daughter-in-law, mother- or father-in-law, or brother- or sister-in-law. Child means a biological, adopted or foster child, or a child for whom the individual stands or stood in loco parentis.