

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Funeral Leave

ADMIN 1-324

BOARD

SECTION: 300 – Employee Benefit Policies

Approved: 08/12/04

Revised: 02/16/12

Approved: 04/16/15

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POLICY

A non-probationary employee may be granted paid funeral leave for the death of members of the employee's family or those individuals for whom the employee has an assumed or legal responsibility. Temporary employees and employees working fewer than twenty (20) hours per week are not granted funeral leave. See also the requirements of Policy 1-320 Requests for Leave.

Funeral leave cannot exceed a total of: forty-eight (48) working hours per calendar year for full-time employees; thirty-six (36) hours per calendar year for $\frac{3}{4}$ time employees; or twenty-four (24) hours per calendar year for $\frac{1}{2}$ time employees. (The terms full-time employee, $\frac{3}{4}$ -time employee and $\frac{1}{2}$ -time employee are defined in Policy 1-323 Paid Time Off.) Funeral leave hours will not be carried over from year to year and have no monetary value upon termination, resignation or retirement.