

FUNERAL LEAVE

The MBCG employees will receive their normal salary or wage rate for any awarded day with pay due to the death of an “**immediate**” family member. For purposes of this policy, an immediate family member is parent, step-parent, spouse, sibling, step-sibling, child, step-child, grandparent, parents-in-law, or in-law relations of the types herein named.

The employee’s department head may grant funeral leave in the event of death of an employee’s immediate family member from the date of the death to and including the day of the funeral, not to exceed three (3) days. Prior to taking funeral leave, the employee must notify his/her direct supervisor of the death or as soon as possible if notification were not possible at the time of the death. The department head may authorize one (1) additional day of paid absence following the day of the funeral if the location of the funeral is beyond a 200-mile radius of Bibb County.

Total Funeral Leave will not exceed four (4) days.

Funeral leave for the death of some person other than those described as immediate family members in this policy may be approved at the discretion of the department head, but such leave, if approved by the department head, will be annual leave. If no annual leave is available, the leave will be unpaid. Such a leave, if authorized, shall not exceed one (1) working day, unless extenuating circumstances, or long-distance travel for the funeral, apply.

The employee must provide some form of documentation, such as an obituary program from funeral service, or death certificate, in connection with the approval of funeral leave.