

DEPARTMENT GENERAL ORDER 07-33

OFFICE of the CHIEF OF POLICE
REPLACES: SOP 300.28.02

DATE: January 26, 2007

FUNERAL LEAVE

I. PURPOSE.

The personal loss of family members is a tragedy that all employees will have to deal with at one time or another. As such, the city recognizes the importance of allotting its staff proper time to mourn and/or attend to family responsibilities. Therefore, the following text will provide a guideline in dealing with bereavement leave.

II. GENERAL INFORMATION.

Depending upon the travel required, extent of family responsibility, and other circumstances, up to three (3) days of funeral leave with pay may be granted to full-time employees to attend the funeral of an immediate family member. Immediate family shall include spouse, children, brothers and sisters, parents, grandparents, mother-in-law, father-in-law, brother-in-law and sister-in-law.

The total amount of paid funeral leave (number of days) to be granted an employee shall be reviewed on an individual case basis by the appropriate bureau commander. The bureau commander's recommendation will then be forwarded to the Chief of Police for his decision. Three days leave may not be granted in all cases.

An employee is also free to request a leave of absence, vacation leave, compensatory time, etc. to be used in conjunction with funeral leave, or to attend those funerals that do not meet the qualifications of "immediate family".

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld
CALEA Reference: 22.2.1/22.2.4

