

## **Funeral Leave**

Eligible employees will be excused, with supervisor notification, with pay, to make necessary funeral arrangements for a death in the immediate family. Immediate family and the corresponding amount of paid time is as follows:

- From one day up to a maximum of five days paid leave will be available for the death of a spouse, child, step-child, parents, parents-in-law, or step-parents.
- From ½ day up to a maximum of three days paid leave will be available for the death of grandparents, grandparents-in-law, brother or sister, brother or sister-in-law, step brother or sister.
- From ½ day up to a maximum of one day paid leave is available for the death of an aunt, uncle, niece, or nephew.