


Category:	Compensation and Benefits	INCA Community Services Personnel Policy 
Sub Category:	Leave Policies	
Effective Date:	1987	
Revised Date:	3/2019, 06/21	
Forms:		
Responsible:		
Funeral and Bereavement Leave Benefit		
Purpose		
Funeral leave is a benefit extended to employees of INCA Community Services. Leave represents money for both the agency and the employee and must be stringently controlled. In order to maintain a high state of morale, employees must be authorized leave throughout the year, dependent upon mission requirements and funding.		
Policy		
When a death occurs in an employee's immediate family, an eligible employee may take up to three (3) days off with pay to attend the funeral or make funeral arrangements.		
Eligible Employees		
A Regular Full-Time is eligible for funeral benefits. Exceptions will be when program funds are not available for the employee position held. In these situations the benefit package given will be clearly outlined in job description and terms of employment.		
Immediate Family		
The immediate family for the purpose of funeral leave is defined as the following relatives: spouse, child, mother, father, brother, sister, grandchildren, great-grandchildren, grandparents, and great-grandparents including step, adoptive, and in-laws of the employee or the employee's spouse.		
Guidelines		
<ul style="list-style-type: none">• Compensation will be based on the regular rate of pay.• Time will not exceed eight hours for each day's absence.• • Maximum of three (3) days.• If a funeral occurs on a non-scheduled work day, holiday, or vacation, the employee shall not be entitled to funeral pay for those days.• Funeral leave is not charged to accrued sick or vacation leave.• The funeral time herein provided for applies only when the family death in fact does require the time off from regular scheduled duty.• The agency may require verification of the need for the leave.		
Additional Time Off		

The agency understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted.

- The employee may make arrangements with his or her supervisor for an additional four days of unpaid leave off (if annual leave is not available) in the instance of the death of an immediate family member.
- Additional time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements.

Definitions

Regular Full Time Employee - Employed on a regularly scheduled 40-hour basis for a non-specified period and who has completed the introductory period of 90 days.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.