

## FUNERAL LEAVE

### PURPOSE

To allow leave with pay for eligible employees in the event of the death of a relative specified in this policy.

### SCOPE

This policy applies to employees in the state civil service except employees appointed on a temporary or intermittent basis.

### STATEMENT OF POLICY

It is the policy of the State of Indiana that employee requests for up to three (3) days of paid leave under the provisions of this policy shall be honored by management. Such days shall be in conjunction with the time of the death or date of the funeral. Management reserves the right to require documentation to verify the authenticity of request when there is a legitimate reason to compel such verification.

Relative means husband, wife, father, mother, son, daughter, brother, sister, grandparent (including greats), grandchild (including greats), or spouse of any of these, or a person living in the same household with employee. For a married employee, these members of the spouse's family are included.

### REFERENCES

31 IAC 5-8-6(b)

### EFFECTIVE DATE

August 1, 2012

Supersedes policy dated July 1, 2011

APPROVAL: \_\_\_\_\_



Daniel L. Hackler, State Personnel Director

Date Aug. 1, 2012