

**FINANCE AND ADMINISTRATION DEPARTMENT**

<b>Subject:</b>	<b>Funeral Leave</b>	<b>No.</b>	<b>FA-601.00-R</b>
		<b>Effective Date:</b>	<b>December 1, 2005</b>
<b>Issue Date:</b>	<b>December 1, 2005</b>	<b>Revision No.:</b>	

**1. PURPOSE**

To clarify the Mayor's Policy on Funeral Leave (601.00)

**2. SCOPE**

This policy applies to all Department of Finance and Administration employees and supersedes all former Finance & Administration Department policies, procedures and directives.

**3. POLICY**

It is the policy of the City of Houston to allow employees an excused absence for funeral leave as many as three (3) paid calendar days with the approval of the Department Division Manager in case of death in the immediate family.

"Immediate Family" shall include father or father-in-law, mother or mother-in-law, sister, brother, spouse, child or stepchild, grandparent, and grandchild.

**3.1 Other Circumstances – Requires Department Assistant Director Approval**

3.1.1. Other relatives by blood or marriage may also be included if, in the opinion of the Assistant Director, the employee's presence would be appropriate given the nature of the individual relationship.

3.1.2. At the employee's request, an Assistant Director may grant an employee to use their own leave time such as: vacation time, compensatory time, personal days, floating holiday, or be docked, for additional time beyond the three (3) paid calendar funeral leave days. This extended leave is usually granted due to extreme traveling distances or other extenuating circumstances.

**4. PROCEDURES**

The employee should complete the payroll Form 206 prior to taking leave. However, if time does not permit, the employee shall call, speak directly with the supervisor, or leave a message with the authorized person and explain the circumstances. The employee must complete the Form 206 immediately upon his/her return.

**Approved:**



**Date Approved:**

11/7/05

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