



FUNERAL LEAVE POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To provide employees with guidelines regarding funeral leave.

Policy:

In the event of a death in the immediate family of a regular full-time or regular part-time employee, the employee may request funeral leave from the Library Director or their designee of up to three (3) working days, with pay, for the purpose of arranging for and attending the funeral. Immediate family for the purposes of this section shall include: the employee's spouse, children, parents, siblings, parents-in-law, step-parents, stepchild, grandparents, grandchildren or any person who has resided with the employee immediately preceding the person's death.

In the event of a death in the extended family of a regular full-time or regular part-time employee, the employee may request funeral leave from the department head of up to one (1) working day, with pay, for attending the funeral. Extended family includes: the employee's aunt, uncle, niece, nephew, siblings-in-law, and spouse of the employee's siblings-in-law.

Employees may be allowed paid time off to attend the funeral of a deceased or retired employee. The supervisor shall determine how many personnel will be needed to staff the department. The Library Director shall determine the feasibility of full department attendance. An employee serving as a pallbearer may be granted up to four (4) hours' leave without loss of pay, as approved by the Library Director.

Adopted by the McMillan Memorial Library Board of Trustees, April 17, 2024.