

CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

1. COMMON COUNCIL

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CHAPTER: Employee Benefits

SUBJECT: Emergency Leave

POLICY NUMBER: 3.540

PAGES: 1

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APPROVED BY:

DEPARTMENTS OF PRIMARY RESPONSIBILITY: Department Heads, Elected Officials

POLICY:

In the event of a death in the immediate family or death of a relative of a regular full-time or regular part-time employee, the employee may request funeral leave from their immediate supervisor. Upon such a request employees will be granted emergency leave with pay for the purpose of arranging for and attending the funeral. Days taken as emergency leave must be noted on the employee's time card. The City shall allow <u>emergency leaves</u>, for the amount of time specified in the following situations:

- A) Up to three (3) days for a death in the immediate family (immediate family includes spouse, child, step-child, guardian, parent, brother, sister, parent-in-law, and son or daughter-in-law).
- B) One (1) day at full pay for deaths of relatives (relatives include grandparents, grandparents-in-law, grandchildren, brother-in-law, sister-in-law, uncles, aunts, nephews, and nieces).
- C) One (1) day for weddings in the immediate family, falling on a work day (immediate family is defined in A).
- D) One (1) day at full pay for a birth of employee's child, falling on a work day.

All the above defined emergency leave shall be granted at full pay, not to be counted as sick leave or holidays.

Absences taken for any reason other than the foregoing shall be without pay.