In the event of a death of a close family member, regular paid leave eligible employees will be excused from work with pay, commencing the date of passing through the day following the funeral, as needed to attend to arrangements and for grieving. Employees who are absent for this purpose should keep their supervisors apprised of how much time they will need to be absent so arrangements can be made to cover the work of the employees.

For the purpose of this policy, close family members are defined as the employee's spouse, children, step-children, parents, parents-in-law, grandparents, grandparents-in-law, grandchildren, siblings, and siblings-in-law. If an employee attends a funeral for another relative or friend, they must use Personal Business Leave or Vacation Leave, in order to be paid.