



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** 10/27/2015

**Title of Item:** Ratify Funeral Leave Pay for Employees

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Nate Burkett, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Nate Burkett, County Administrator		<b>Estimated Time Needed:</b> n/a
<b>Summary of Issue:</b>  Current policy (attached) does not provide funeral leave for co-workers.  The funeral Service for Deputy Sandberg will be at the Aitkin High School on Friday, October 23 at 11 am. All Aitkin County employees are allowed working hours/paid time to attend the funeral services as coordinated with their department head. Offices that must be closed due to lack of staffing; may be closed with appropriate notice posted on their door/window.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to ratify funeral leave pay for employees who attend(ed) the funeral service of Investigator Sandberg on October 23, 2015.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.

**Section A. Funeral Leave**

Purpose: To provide employees with time off for bereavement due to the death of a member of their immediate family.

Subd. (1) Full-time (probationary and non-probationary) employees will be allowed a maximum of three (3) days (24 hours) leave without loss of pay when a death occurs in an employee's family, namely: husband, wife, son, daughter, step sibling, father, mother, sister, brother, sister in law, brother in law, father in law, mother in law, daughter in law, son in law, grandparents, grandchildren, step children and step parents. Two (2) additional days (16 hours) may be allowed if necessary subject to the approval of the Department Head. Additional time, if needed, may be allowed by the County Board, but such additional time in excess of five (5) days (40 hours) indicated above shall be deducted from the employee's sick leave bank, personal leave, or PTO.

Subd. (2) Part-time (probationary and non-probationary) employees employed 20 or more hours per week on average shall be entitled to funeral leave on a pro-rated basis.

Subd. (3) General Procedures

- (a) Up to three (3) days paid funeral leave will be granted to an employee when a death occurs in their immediate family for the purpose of attending the funeral and related matters.
- (b) An additional leave of up to two (2) days absence may be granted if necessary and must be approved by the Department Head.
- (c) Temporary and seasonal employees shall not be eligible for funeral leave benefits.