



Town of Chapel Hill, NC

Funeral Leave Personnel Policy

Policy Number: PP 2-2

Reissue Date: January 1, 2016

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Approved By:

Roger L. Stancil, Town Manager

Funeral Leave Policy

I. POLICY

The Town provides up to three work-week-equivalent days per year of funeral leave with pay to all regular full- and part-time employees. Funeral leave is granted for purposes of attending funerals or memorial services, making arrangements, and for purposes of bereavement.

Town of Chapel Hill Code of Ordinances

[14-12](#) and [14-85](#)

II. PURPOSE

The Town’s funeral leave policy aligns with the Town values of Equity and Safety. Providing funeral leave is a way that the Town supports employees during a difficult life event.



Equity: Although we may hold different roles in the organization, we all work toward the common goal of serving the Town and the Town’s residents and customers. Therefore, we seek and support policies and actions that are administered consistently and fairly to everyone regardless of rank, tenure or personal background.



Safety: We strive to maintain our own mental and physical well-being and the well-being of those around us. We are dedicated to a work environment that minimizes risk of injury or accident. We are also dedicated to an environment that provides for honest and courteous discussion of workplace issues without fear of repercussion.

IV. PROCEDURE

The Director of the Human Resource Development Department is authorized to issue procedures consistent with this policy. Funeral Leave Procedures issued by the Human Resource Development Director will be considered an appendix to this policy.

V. FORMS/ INSTRUCTIONS	None
VI.ADDITIONAL CONTACTS	Human Resource Development 919-968-2700 or HR@townofchapelhill.org Ombuds office 919-265-0806 or Ombuds@townofchapelhill.org Employee Assistance Program 1-800-326-3864
VI: DEFINITIONS	See Funeral Leave Procedures
VII. RESPONSIBILITIES	See Funeral Leave Procedures
VIII.APPENDICIES	None
IX. FAQ	None
X. SCOPE	This policy replaces and supersedes any previous Town policies, departmental policies, handbooks, or unwritten policies or practices covering the same subject. Departmental policies in compliance with this policy are referenced in Section XI below, Related Information .
XI. RELATED INFORMATION	Town of Chapel Hill Code of Ordinances 14-12 Town of Chapel Hill Code of Ordinances 14-85
XII.POLICY HISTORY	Adopted February 1980 Reissued November 2000 Reissued January 2016

	Town of Chapel Hill, NC	Policy Number: PP 2-2	I. POLICY	Approved By:  Frances Russell, Director Human Resources Development
	Funeral Leave Procedures	Reissue Date: January 1, 2016	II. PURPOSE III. PROCEDURE IV. FORMS/INSTRUCTIONS V. ADDITIONAL CONTACTS VI. DEFINITIONS VII. RESPONSIBILITIES VIII. APPENDICES IX. FAQ X. SCOPE XI. RELATED INFORMATION XII. POLICY HISTORY	

APPENDIX A

III. Funeral Leave Procedures

These procedures are issued by the Director of Human Resource Development to implement the Funeral Leave Policy, PP 2-2, issued by the Chapel Hill Town Manager. These procedures may be periodically updated.

A. Amount of Leave:

1. All regular full- and part-time employees receive three (3) work-week equivalent days of funeral leave per calendar year.
2. One day is defined as an average workday: for example, for law enforcement employees with an average 42 hour week, a day is 8.4 hours.

B. Not accrued: Regardless of when an employee begins work during a calendar year, he or she shall be granted 3 days of funeral leave.

C. Not Cumulative; no cash value upon separation from employment: Funeral leave does not accumulate from year to year and has no cash value upon separation from employment.

D. Used for any person: Leave can be granted for funeral purposes for any person, not just a family member.

E. If funeral leave is exhausted: An employee may request paid vacation leave, compensatory time, or leave-without-pay to attend a funeral, make funeral arrangements, and mourn after funeral leave is exhausted.

F. Supervisor Approval: Supervisors have discretion in determining the reasonableness of the individual's funeral leave request. A supervisor shall grant funeral leave as he or she deems necessary in accordance with these provisions.

- G. Documentation may be requested: At the supervisor's discretion, an employee may be required to present some documentation of the death for which he or she is requesting funeral leave.
- H. Recordkeeping: Funeral leave records will be maintained by the departments and/or the payroll system on each full- and part-time employee.

IV. FORMS/INSTRUCTIONS:

None

V. ADDITIONAL CONTACTS:

Human Resource Development 919-968-2700 or HR@townofchapelhill.org
Ombuds office 919-265-0806 or Ombuds@townofchapelhill.org
Employee Assistance Program 1-800-326-3864

VI. DEFINITIONS

- A. Funeral Attendance: Leave time to attend a funeral is defined as actual time away from work necessary for personal preparations (time to dress), travel time to and from the funeral, and actual attendance at the service.
- B. Funeral Arrangements: For the purpose of this policy, funeral arrangements are defined as those necessary negotiations with persons or institutions directly involved in burial or other funeral rites for a deceased family member, including the funeral home/director and/or florist. Time spent settling estates or other time off which may have been necessitated by the death is charged to vacation leave, not funeral leave.
- C. Bereavement- a mourning state resulting from a death of a family member or friend which renders an employee incapable of performing his or her job.
- D. One Day: For the purpose of this policy, one day for funeral leave is defined as an average workday: for example, for full time law enforcement employees with an average 42 hour week, a day is 8.4 hours. For part-time employees, an average workday is determined by dividing the scheduled hours each week by 5.

VII. RESPONSIBILITIES

All Employees are expected to:

- a) Be aware of the Town's Funeral Procedure
- b) Use Funeral Leave only for its intended purpose
- c) Ask questions about anything they do not understand

All Supervisors/Managers are expected to:

- a) Make reasonable efforts to accommodate funeral leave requests
- b) Be aware of the Town's Funeral Policy and Procedures

All Department Heads are expected to:

- a) Be aware of Town's Funeral Policy and Procedures
- b) Make reasonable efforts to accommodate funeral leave requests
- c) Maintain appropriate documentation of funeral leave requests and balances

All Human Resource Development staff members are expected to:

- a) Provide guidance for employees and managers on funeral leave policy and procedures.

VIII. APPENDICES

None

IX. FREQUENTLY ASKED QUESTIONS

None

X. SCOPE

This policy replaces and supersedes any previous Town policies, departmental policies, handbooks, or unwritten policies or practices covering the same subject. Departmental policies in compliance with this policy are referenced in Section XI below, **Related Information**

XI. RELATED INFORMATION

[Town of Chapel Hill Code of Ordinances Section 14-85.](#)

XII: POLICY HISTORY:

Issued February 1980

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