

STANDARD PRACTICE

VICE PRESIDENT -
PERSONNEL AND GENERAL SERVICES

STANDARD PRACTICE NO. 101.9
7-1-66

EXECUTIVE OFFICE OR DIVISION

PAGE NO. 1 EFFECTIVE 7-1-66

ISSUING DEPARTMENT

PERSONNEL RELATIONS

REPLACING
PAGE NO. _____ EFFECTIVE _____

SUBJECT:

TIME OFF WITH PAY TO ATTEND FUNERALS - AUTHORIZATION

POLICY

1. Employees shall ordinarily be paid only for time actually worked except where specifically provided for in vacation, holiday, sick leave, jury duty, and military training policies, or where specifically provided for by contract or published Company policy.
2. Notwithstanding the limitations of the preceding paragraph, Division Managers and General Office Department Heads may grant permissive time off with pay under the conditions described in this standard practice.
3. Provisions of this policy will apply to all regular employees with six months or more service.

RESCISSIONS

4. All previous letters of understanding on this subject.

FUNERALS

5. Time off with pay may be granted within the following limits:
 - a. The actual time to attend the funeral of a member of the immediate family, including the time the body may lie in state and the day of the funeral, but not to exceed three days. Immediate family shall be limited to: mother, father, mother-in-law, father-in-law, husband, wife, son, daughter, brother, sister, foster parent, or more distant relative who was a member of the employee's immediate household.
 - b. Time necessary to attend the funeral of others, but not to exceed one day.

OTHER OCCURRENCES

6. Authorization by the Vice President - Personnel and General Services is required for time off with pay to attend funerals exceeding the limits established by this standard practice.

APPROVED BY: JOHN F. BONNER
Senior Vice President

ISSUED BY: H. M. McKNIGHT, Manager
Personnel Relations

DISTRIBUTION

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Department Heads
Division Managers

ADDITIONAL COPIES

Additional copies of this standard practice may be obtained from the Personnel Relations Department, Room 924, 245 Market Street, local 1592.

* Paragraph Revised
** Paragraph Added