

BAY COUNTY LIBRARY SYSTEM
FUNERAL LEAVE POLICY

The Bay County Library System endeavors to empathize with employees who experience the loss of a family member. Accordingly, in an effort to assist employees as they deal with such difficult circumstances the library will grant funeral leave as follows:

Union employees

See applicable section(s) of current contract.

Non-union employees

Upon request, an employee will be granted a leave of absence for up to 72 hours (3 consecutive days) of funeral leave following the death of a member of their immediate family. This 72-hour period will commence on a date and time to be determined by the employee, who will be responsible for communicating such information in advance with both their supervisor and the administrative office. A full-time or regularly scheduled part-time employee shall receive their regular rate of pay (“funeral pay”) for the hours that they otherwise would have been scheduled to work during such leave. Upon approval of the Library Director, full-time employees may use an additional two days of sick leave, or part-time employees may take an additional two days off with no pay, because of the death.

“Immediate family” is defined to include parent (including legal guardian or another person who stand in the place of a parent), step-parent, sibling, step-sibling, spouse, children, step-children, parents-in-law, step-parents-in-law, sibling-in-law, grandparents, grandchildren, aunt, uncle, niece, nephew, and domestic partners.

Funeral pay will not be applicable if the employee receives any other pay for such days. Nothing in this section is intended to prevent the Library Director from authorizing a paid funeral day allowing an employee to attend the funeral of a person who is not in the employee’s immediate family, but who had a close personal relationship with the employee.