



SUBJECT:	Funeral Leave
POLICY NO:	IV:02
APPLICABLE TO:	Regular Full-Time/Part-Time Employees
PAGE NO:	1 of 1
EFFECTIVE DATE:	August 1, 1993
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) believes that it should facilitate an employee's attendance at a funeral of a family member. Therefore, it is the policy of HHRI that when a death occurs within the family of an employee that works at .50 FTE or above, paid leave may be approved.

Up to three (3) days may be granted for family members, upon approval from the employee's supervisor/P.I. Employees that work less than full-time will be paid only for the number of hours they were scheduled to work. The relatives for whom you may request this leave are:

Spouse	Uncles
Parents	Nieces
Parents-In-Law	Nephews
Children	Grandparents
Brothers and Sisters	Grandchildren
Brothers and Sisters-In-Law	Stepparents
Aunts	Stepchildren
Sons and Daughters-In-Law	

A one-day leave may be appropriate for other relatives, if approved by the employee's supervisor/ manager.

II. PROCEDURE:

1. An employee should notify his/her supervisor/P.I. of a death in the family and request funeral leave of up to three days.
2. The supervisor/P.I. reviews and identifies the number of days approved for funeral leave.
3. The employee enters the leave on their online timesheet using the pay code "Funeral Leave".
4. The supervisor/P.I. should notify Human Resources so the appropriate remembrance may be sent, if the occasion qualifies. (Reference Policy III:14 on Employee Remembrances.)