



DEPARTMENTAL
GENERAL
ORDER

Rev.
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Ref: CALEA
Standard 22.2.1

D-2

Index as:

Death Leave, Family
Family Death Leave

FAMILY DEATH LEAVE

The purpose of this order is to set forth Departmental policy regarding the administration of family death leave.

I. POLICY

A. Eligibility Criteria

1. Members and employees are eligible to receive up to five days of paid family death leave for death of immediate family members as defined in Part I, B, D of this order, and [Departmental General Order D-15, DOMESTIC PARTNERS BENEFITS](#), Part I, B, D.
2. Personnel represented by United Public Employees Local 790 shall be eligible for paid family death leave upon completion of six months full-time City service.
3. Personnel represented by Professional & Technical Engineers, Local 21 shall be eligible for paid family death leave upon completion of six months full-time City service.
4. Unrepresented employees and members shall be eligible for paid family death leave upon completion of three months full-time City service.

B. Immediate family shall be defined as: mother, father, wife, husband, daughter, son, sister, brother, grandmother, grandfather, mother-in-law, father-in-law.

C. Unit commanders/supervisors may grant up to five days' family death leave without further approval. The exact number of days is

determined by individual member's or employee's needs, and any disagreements regarding the proper amount of leave shall be forwarded to the Chief of Police for resolution.

- D. The Chief of Police may also grant leave to members or employees for deaths not involving immediate family members when special circumstances exist. Examples of such special circumstances would be instances where the decedent raised the member/employee or a family-like relationship existed.
- E. The Chief of Police may grant an employee one additional day of family death leave in cases involving unusual hardship.
- F. Approved family death leave shall not be charged against vacation or sick leave.

II. PROCEDURES

- A. Leave up to Five Days, Death in Immediate Family
 - 1. Whenever possible, members and employees shall obtain the approval of their commanding officer or independent section supervisor before taking family death leave.
 - 2. If the circumstances clearly preclude advance approval, the member or employee shall notify his/her commander/supervisor at the earliest possible time.
 - 3. Failure to notify one's commander/supervisor as soon as possible regarding an absence from duty because of a family death may be cause for denying leave with pay.
 - 4. Members and employees shall in all circumstances complete and submit the Leave of Absence Record form (TF-982) on their return to duty.

B. Exceptional Leave

A written request shall be submitted through channels to the Chief of Police on the Leave of Absence Record form (TF-982):

1. Whenever a member or employee requests a leave for a death not involving an immediate family member or an employee desires an additional day of leave. The request must be submitted in advance unless the circumstances clearly preclude such action. Unit commanders/supervisors shall indicate their approval or disapproval of the request and submit any additional information which may be pertinent.
2. When circumstances do not permit prior written authorization of an exceptional death leave request, oral approval must be obtained from the member's or employee's unit commander or supervisor. If approval is granted, the member or employee shall submit the required written request immediately upon his/her return to duty. If the Chief of Police subsequently denies the request, the member or employee will be charged with vacation or overtime allowed.
3. Requests approved by the Chief of Police or appropriate deputy chief shall be forwarded to the Personnel Section.

By order of

Richard L. Word
Chief of Police

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