

**DEATH IN FAMILY**

- A. All full time employees shall be granted a leave of absence, not exceeding ten (10) days for the death of the employee's spouse or child.
- B. All full time employees shall be granted a leave of absence not exceeding ten (10) days for the death of parent, and five (5) days for the death of brother or sister.
- C. All full time employees shall be granted a leave of absence not exceeding three (3) days for the death of their mother-in-law, father-in-law, grandparent, grandchild, son-in-law, daughter-in-law.
- D. All full-time employees shall be granted a leave of absence not exceeding one day for the date of interment of that employee's aunt or uncle, brother-in-law or sister-in-law.

The above leaves must be taken in close proximity to the date of death, and reasonable proof may be required (i.e. newspaper announcement, etc.)