

**SUPPORT STAFF LEAVES AND ABSENCES  
(FUNERAL IN IMMEDIATE FAMILY - Class I)**

Class I Employees

The immediate family will include father, stepfather, mother, step-mother, husband, wife, brother, stepbrother, sister, stepsister, son, stepson, daughter, stepdaughter, grandparent, grandchildren, aunt, uncle, nieces, nephews, all of these in-laws, and permanent members of the employee's household.

Up to and including a total of five days for any one death in any one year may be taken and charged to personal sick leave for death in the immediate family. Leave is not cumulative above five days per death.

All leave for any given death must be taken within 7 work days of the funeral.