

POLICY TITLE: Emergency Leaves

ADOPTED/LAST REVISION: Revised 8/10/1999; 4/21/22

**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the Everett Roehl Marshfield Public Library reserves the right to amend this manual at any time subject only to approval by the Library Board.**

In the event of a death in the immediate family or death of a relative of a regular full-time or regular part-time employee, the employee may request funeral leave from their immediate supervisor or the supervisor in charge. Upon such a request, employees will be granted emergency leave with pay for the purpose of arranging for and attending the funeral. Days taken as emergency leave must be noted on the employee's timesheet and schedule. The Library shall allow emergency leaves, for the amount of time specified in the following situations:

- A. Up to three (3) days at full pay for the death in the immediate family (immediate family includes spouse, child, step-child, guardian, parent, brother, sister, parent-in-law, and son or daughter-in-law).
  
- B. Up to one (1) day at full pay for:
  - 1. Deaths of relatives (relatives include grandparents, grand-parents-in-law, grandchildren, brother-in-law, sister-in-law, uncles, aunts, nephews, and nieces).
  - 2. Weddings in the immediate family, falling on a workday. (Immediate family is defined in Section A, above.)
  - 3. Birth in the household, falling on a workday.
  
- C. No emergency leave shall be granted unless authorized by the employee's supervisor or the supervisor in charge.

Reference: City Policy 3.540