	THE JOHNS HOPKINS HOME CARE GROUP HUMAN RESOURCES POLICY MANUAL	<i>Policy Number</i>	II-100
		<i>Effective Date</i>	01/01/03
	<i>Subject:</i> FUNERAL LEAVE	Revised	7/1/2008

POLICY

It is the policy of Johns Hopkins Home Care Group to provide Funeral Leave for all full-time, part-time and limited employees. This policy will provide the guidelines for paid time off for employees to attend the funeral of an immediate family member. For this purpose the employee's immediate family includes: spouse/same sex domestic partner, child/child or a same sex domestic partner, stepchild, parent, foster parent, legal guardian, parent-in-law, grandparent, grandchild, brother and sisters. Employees will be paid for only their normally scheduled days and hours. Regular employees working from 20 to 39 hours per week, will receive funeral leave on a pro-rated basis.

Eligibility:

- Regular full-time (40 hours per week)
- Regular part-time (30 to 39 hours per week) on a pro-rated basis.
- Limited employees (20 to 29 hours per week) on a pro-rated basis..

Benefits:

A maximum amount of three (3) consecutive days paid leave may be granted to an employee in the event of the death of an immediate family member within one week of death. These three days do not count against an employee's accrued vacation, sick or personal time, will not affect the employee's allowance for such time, nor does it count as an occurrence. Funeral Leave is limited to time lost from regularly scheduled work hours during the period beginning with the death and ending with the day following burial.

Responsibility:

EMPLOYEES


Employees are responsible for notifying their supervisor immediately upon learning of a death of an immediate family member. If requested by your supervisor, proof of death or relationship may be required.

MANAGER

The manager will document Funeral Leave (FRL) in Kronos and retain any related documentation.

SPONSOR

Director of Human Resources

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REVIEW CYCLE

3 years