

CHAPTER 3 – EMPLOYEE BENEFITS

3.10 BEREAVEMENT LEAVE & PERSONAL DAYS

The cemetery allows 16 hours per year (2 days) of personal time for bereavement (i.e. funerals, etc.). In addition, an employee may use up to 40 hours of accrued sick leave to take time off due to the death of an immediate family member. The employee shall notify either the Sexton or the Office Manager if he wishes to take bereavement leave. In addition, all salaried employees are allowed 16 hours per year (2 days) for personal days which he may use however he pleases. Bereavement days and personal days are not to be accumulated.