

FUNERAL LEAVE	Document Number	GO 503
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1. PURPOSE

The purpose of this policy is to establish the guidelines regarding funeral leave benefits for department members.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department that when a death in the family of a member occurs, the Department recognizes the mental anguish and emotional trauma experienced by the affected member, and has thus established these procedures in accordance with applicable collective bargaining agreements and personnel policies of the County of Hawai'i.

4. DEFINITIONS

Immediate Family - Parents, brothers, sisters, spouses, natural or legally adopted children, step-parents, parents-in-law, grandparents and grandchildren, or any individual who becomes a member of an immediate family through the Hawaiian Hanai custom. However, an individual affected by the Hanai relationship shall be entitled to utilize funeral leave only for those members of his immediate family resulting from the Hanai relationship. Funeral leave is provided subsequent to the death of an immediate family member. Specific relationships are established by the member's appropriate bargaining unit contract in effect at the time the leave is requested.

5. RESPONSIBILITIES

Member - Any member requesting funeral leave shall submit an Application for Leave of Absence form to their immediate supervisor. The form shall include the member's relationship to the deceased family member.

6. PROCEDURES

6.1. General Provisions

6.1.1. Employees shall be granted three (3) days of funeral leave when death occurs to a member of an employee's immediate family.

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This leave is not chargeable against a member's vacation credits or any other leaves with pay. Members may request additional days established by the member's appropriate collective bargaining agreement.

- 6.1.2. If the death or funeral occurs outside the State of Hawai'i, the employee shall be granted, upon request, a reasonable number of additional days of accumulated vacation leave, compensatory time off, or leave without pay for travel to the funeral, or to make necessary arrangements for a funeral in the State of Hawai'i.
- 6.1.3. Funeral leave shall be granted on the days or shift designated by the employee provided it is taken within a reasonable time after such death.
- 6.1.4. Requests for additional days of funeral leave may be granted by the commander of the requesting employee and such leave shall be charged to the employee's vacation leave, compensatory time off or leave without pay.
- 6.2. All Other Deaths - All other requests to attend funeral services because of the death of persons who are not members of the immediate family as defined above may be granted provided such leave is charged to a regular scheduled day off, vacation leave or compensatory time off.