



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Personnel	SOP: 2.4
Subject: Funeral Leave	Executed: January 1, 2006 Revised: February 1, 2011
Approved:  Scott Cullers, Fire Chief	

PURPOSE

To define a procedure for field personnel to request the use of funeral leave.

PROCEDURE

Funeral Leave, as defined in the Comprehensive Employee Management System (CEMS) of the City of Winchester has been adopted as a benefit for all classified full-time employees of the City. Due to the necessity of the Fire and Rescue Department to maintain twenty-four (24) hour coverage the following addresses funeral leave relating to uniformed personnel assigned to a twenty-four (24) hour rotating shift upon the death of a close family member as defined within CEMS.

1. Funeral Leave shall be granted by one of the Department Administrative Officers if requested by the employee for a period not to exceed a total of thirty-six (36) scheduled work hours.
2. These hours may be prior or subsequent to the day of burial but must include the day of burial.
3. This leave shall commence upon notification and approval by a Department Administrative Officer.
4. Funeral Leave may be utilized on any scheduled work day which includes the day of death through the day of burial, but shall not include time normally scheduled off, annual leave, holiday leave, compensatory leave, or any other form of leave.
5. In the event an employee has multiple close family member deaths as defined in CEMS, each death shall be treated separately and the funeral leave shall be granted accordingly.

6. If more than the allotted number of hours of leave is required, or if leave is desired for a death other than a close family member, as defined in CEMS, other leave available to the employee may be used.
7. Timesheets shall be coded utilizing the proper Fire and Rescue established code for funeral leave. **(Timesheet Code (FF) Firefighter Funeral Leave)**