

ORDINANCE NO. 01-2018

**AN ORDINANCE REGARDING FUNERAL OR BEREAVEMENT LEAVE**

**WHEREAS**, The City Council of the City of Austin, Arkansas finds it necessary to establish a funeral or bereavement leave policy for its employees.

**NOW therefore be it ordained by the City Council of Austin, Arkansas:**

**Section 1.** Full time employees who are absent more than three (3) consecutive days due to illness or injury may be required by the supervisor or department head to submit a physician's statement.

**Section 2.** Funeral leave with pay up to a maximum of three (3) calendar days will be granted to all full time city employees in cases of death or in the circumstances of death in the immediate family only.

As used in this section, "immediate family" means mother, father, brother, sister, son, daughter, grandparents, son-in-law, daughter-in-law, spouse, spouse's immediate family, or those relatives who live in the employee's household including "step" relatives.

Travel time may be granted upon prior approval from the Department Head in addition to the three (3) days where travel time of more than eight (8) hours is necessary.

**PASSED:**

**APPROVED:**



**MAYOR**

**ATTEST:**

  
**CITY CLERK**