Policy

Immediate Family

Mid-Missouri Supported Living, LLC,, understands that the death of a family member is difficult. Full-time employees are eligible for leave should a death occur in an employee's or spouse's immediate family, specifically for a:

- Spouse;
- Domestic partner;
- Parent/step-parent/parent-in-law;
- Child/step-child;
- Son-daughter-in-law;
- Sister/step-sister/sister-in-law;
- Brother/stepbrother/brother-in-law;
- Grandparent/step-grandparent/grandparent-in-law;
- Grandchild/step-grandchild/grandchild-in-law; or
- Relative permanently residing with the employee.

Up to three (3) days of leave is provided to the employee at their regularly scheduled hours should the employee miss any shifts to attend the funeral. Mid-Missouri Supported Living, LLC,, reserves the right to require documentation for attending the funeral.

Close Relative

In the case of another family member, specifically an employee's or spouse's:

- Aunt/aunt-in-law;
- Uncle/uncle-in-law;
- Niece or nephew.

The employee will receive one (1) day paid time off, if needed, to attend the funeral services if he/she is scheduled to work.

In these difficult times, additional days off may be needed depending on the circumstances. In this situation, or if the relative is not an immediate or close family member listed above, employees are urged to either request use of Paid Time Off (PTO) or request a Personal Leave of Absence. Please discuss this with your Manager should the need arise.

Funeral leave does not count as hours worked for purposes of determining eligibility for overtime pay. Funeral leave for specific family member identified above is independent of an Employee's Paid Time Off (PTO).

Approved by: _____

Robert Palmer, RN, BSN, Owner MMSL