

**COUNCIL OF THE TOWN OF INDIAN HEAD**

**Ordinance No. 03-02-16**

**Introduced By:** Mayor and Council  
**Date Introduced:** March 7, 2016  
**Town Council Hearing:** None  
**Amendments Adopted:** None  
**Date Adopted:** April 4, 2016  
**Date Effective:** April 25, 2016

**AN ORDINANCE** concerning

**BEREAVEMENT LEAVE**

**FOR** the purpose of providing a system of bereavement leave for employees of the Town of Indian Head.

\* \* \* \* \*

**BY** adding  
Chapter 25 – Personnel  
Article 6 – Leave Policy  
Section 25-615  
Code of the Town of Indian Head  
(1990 Edition as amended)

**EXPLANATION:**  
CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.  
((Double Parenthesis)) indicate matter deleted from existing law.  
Underlining indicates amendments to bill.  
~~Strike Out~~ indicates matter stricken from bill by amendment or deleted from the law by amendment.

**SECTION 1. BE IT ENACTED BY THE COUNCIL OF THE TOWN OF INDIAN HEAD,** That new Section 25-615 is added to the Code of the Town of Indian Head (1990 Edition, as amended), Chapter 25 – Personnel, Article 6, Leave Policy, to follow immediately after Section 25-614 and to read as follows:

**CHAPTER 25 – Personnel**

**ARTICLE 6 – Leave Policy**

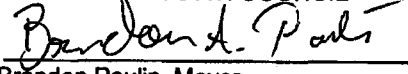
**§ 25-615 BEREAVEMENT LEAVE.**

1. BEREAVEMENT LEAVE PROVIDES PAID TIME OFF TO EMPLOYEES FOR ABSENCES RELATED TO THE DEATH OF IMMEDIATE FAMILY MEMBERS, OTHER TOWN EMPLOYEES AND RETIREES OF THE TOWN OF INDIAN HEAD.

2. AN EMPLOYEE WHO WISHES TO TAKE TIME OFF FOR BEREAVEMENT PURPOSES AS PROVIDED IN SUBSECTION A. MUST NOTIFY HIS OR HER SUPERVISOR IMMEDIATELY AFTER THE NEED FOR BEREAVEMENT LEAVE BECOMES KNOWN. BEREAVEMENT LEAVE NORMALLY WILL BE GRANTED UNLESS THERE ARE UNUSUAL BUSINESS NEEDS OR STAFFING REQUIREMENTS. AN EMPLOYEE MAY, WITH HIS OR HER SUPERVISOR'S APPROVAL, USE ANY AVAILABLE ANNUAL LEAVE FOR ADDITIONAL TIME OFF AS NECESSARY FOR BEREAVEMENT PURPOSES.
3. BEREAVEMENT LEAVE PAY IS CALCULATED BASED ON THE EMPLOYEE'S BASE PAY RATE AT THE TIME OF ABSENCE.
4. BEREAVEMENT LEAVE IS PROVIDED ACCORDING TO THE FOLLOWING SCHEDULE:
  - A. EMPLOYEES ARE ALLOWED UP TO THREE CONSECUTIVE DAYS OF BEREAVEMENT LEAVE IN THE EVENT OF THE DEATH OF THE EMPLOYEE'S SPOUSE, DOMESTIC PARTNER, CHILD, FATHER, FATHER-IN-LAW, MOTHER, MOTHER-IN-LAW, SON-IN-LAW, DAUGHTER-IN-LAW, BROTHER, SISTER, STEPFATHER, STEPMOTHER, STEPBROTHER, STEPSISTER, STEPSON OR STEPDAUGHTER. TO BE ELIGIBLE FOR PAID BEREAVEMENT LEAVE, THE EMPLOYEE GENERALLY MUST ATTEND THE FUNERAL OF THE DECEASED RELATIVE TO BE ELIGIBLE FOR BEREAVEMENT LEAVE.
  - B. EMPLOYEES ARE ALLOWED ONE DAY OF BEREAVEMENT LEAVE IN THE EVENT OF DEATH OF THE EMPLOYEE'S BROTHER-IN-LAW, SISTER-IN-LAW, AUNT, UNCLE, GRANDPARENT, GRANDCHILD, OR SPOUSE'S GRANDPARENT. THE EMPLOYEE GENERALLY MUST ATTEND THE FUNERAL OF THE DECEASED RELATIVE TO BE ELIGIBLE FOR BEREAVEMENT LEAVE.
  - C. EMPLOYEES ARE ALLOWED UP TO FOUR HOURS OF BEREAVEMENT LEAVE TO ATTEND THE FUNERAL OF ANOTHER EMPLOYEE OR A TOWN RETIREE.

**SECTION 2. AND BE IT FURTHER ENACTED**, that this Ordinance shall become effective at the expiration of twenty (20) calendar days after its approval by the Council.

INDIAN HEAD TOWN COUNCIL

  
 \_\_\_\_\_  
 Brandon Paulin, Mayor

  
 \_\_\_\_\_  
 Ron Sitoula, Vice Mayor

  
 \_\_\_\_\_  
 Curtis Smith, Councilman

ATTEST:

  
 \_\_\_\_\_  
 Town Clerk

4/4/16  
 Date