



KANSAS CITY, MO POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE

12-14-10

EFFECTIVE DATE

12-14-10

NO.

708-4

SUBJECT

Policy Series 700: Administration of Leave
708 - Funeral Leave

AMENDS

REFERENCE

RESCINDS
PPBM: 708-3

I. INTRODUCTION

The department may grant leave with pay to all members for the purpose of attending funerals.

II. POLICY

*A. A member may be granted up to three (3) days of leave with pay to attend the funeral of one of the following relatives:

- | | |
|----------------|----------------------|
| 1. Spouse | 8. Mother-in-law |
| 2. Child | 9. Father-in-law |
| 3. Parent | 10. Daughter-in-law |
| 4. Sister | 11. Son-in-law |
| 5. Brother | 12. Domestic Partner |
| 6. Grandchild | |
| 7. Grandparent | |

*B. Additional funeral leave for travel may be granted by the immediate supervisor when the death occurs and/or the funeral is held at a distant location.

C. The immediate supervisor may grant time off with pay up to one (1) full day for a member desiring to attend the funeral of any person other than those specified above.

III. PROCEDURES

A. The member will make a request for funeral leave, and/or additional funeral leave to the immediate supervisor/commander, in person or by telephone, as the situation dictates.

B. The supervisor/commander will verbally approve or disapprove the member's request for funeral leave and/or an extension of funeral leave.

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this ____day of _____, 2010.

Patrick McNerney
Board President

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