

Lawrenceburg

Kenneth Hinson

HR Director

931-762-4459

khinson@lawrenceburgtn.gov

Bereavement Policy

Upon request, a regular full-time employee who has a member of their family taken by death will be excused from work for any of the first three (3) consecutive calendar days immediately following the date of death in case of the death of an employee's spouse, child, mother, father, mother and father-in law, brother or sister, legal guardian(s), step child, step mother or father. Eight (8) work hours of bereavement leave may be allowed to be used in case of death of employee's or their spouse's grandfather, grandmother, uncle or aunt. Four (4) work hours of bereavement leave may be allowed to be used in case of any other relative not mentioned above. Increments of bereavement leave less than four (4) work hours may be granted by appropriate Department Manager for employees to attend the funeral of the employee's friends. All bereavement leave is granted provided the employee attends the funeral. Annual leave, sick leave, compensatory time or leave with pay may be granted by the appropriate Department Manager for employees attending funerals of relatives and friends in the distant locations. Police and Fire Department bereavement leave shall be administered by the Department Manager to comply with the Bereavement leave Policy and work schedules.

Bereavement pay is computed at the employee's regular shift hours multiplied by their regular straight time hourly rate of pay. Employees will not receive pay for any day for which they were not scheduled to work. Payment for bereavement leave will not be counted as time worked for the purposes of calculating overtime. If additional time off is required, vacation, sick leave, compensatory time or unpaid leave may be granted on a case-by-case basis by the Department Manager and/or the Human Resource Director.

Lewisburg

Brenda Brewer

P.O. Box 1968

(931) 359-1544

(931) 359-7055 (fax

www.lewisburgtn.com

BEREAVEMENT LEAVE

A. Allowance for time off with pay for death in the family is:

- Three calendar (3) days for death of employee's parent, spouse or children.
- Two calendar (2) days for brothers, sisters, grandparents, parents of the employee's spouse, son-in-law, daughter-in-law or any other relative dependent upon or living with the employee.
- One calendar (1) day for grandparents-in-law, brothers-in-law, or sisters-in law of the employee.
- Two (2) hours to four (4) hours maximum for other relations subject to the approval of their Supervisor or City Manager. Additional days may be taken as vacation (annual leave) days or as days without pay if approved by Supervisor.

Manchester, Tennessee

Esther Greene

Finance Director

931-728-4652

egreene@cityofmanchestertn.com

City Bereavement Policy

Change 10, January 15, 2008

(19) “Immediate family” Spouse, children, stepchildren, or foster children, a child’s, stepchild’s or foster child’s spouse, grandchildren, brother, sister, parents or step parents, grandparents, mother-in-law and father-in-law.

4-237. Funeral Days. Employees and appointed officials of the City of Manchester who work full time for the city shall receive three (3) funeral days off upon the death of a member of the employee’s immediate family, as defined in 4-201 (above). Full-time employees and appointed officials shall also receive three (3) funeral days for the death of a sister-in-law or brother-in-law. Full-time employees and appointed officials shall also receive three (3) funeral days for the death of a sister-in-law or brother-in-law. No advance notice of these days shall be required by the employee, but he shall immediately notify his supervisor of the reason for his absence and his expected return to work. These funeral days shall be in addition to any sick leave, vacation leave or administrative leave given to the city employee. (1972 Code, 1-837, as amended by Ord. # 1260, Feb. 2010)

CITY OF MCMINNVILLE, TENNESSEE
PERSONNEL POLICIES AND PROCEDURES

Article IX - Leaves and Absences

Section 7. Sick Leave/Bereavement

Death of a member of the employee's immediate family shall include spouse, children, parents (including step and adoptive), siblings, grandchildren, grandparents and current in-laws of the employee. Sick leave for this purpose is limited to three (3) work days or one (1) 24 hour shift for firefighters, except upon the recommendation of the Department Head or the City Administrator. For deaths of other relatives, one (1) day, of sick leave will be allowed; employees with no sick leave may use personal, annual, or if all leave is exhausted, leave without pay.

Pulaski

Terry Harrison

City Administrator/ City Recorder

931-363-2516

recorder@pulaski-tn.com

Bereavement Policy

An employee requesting a leave of absence to attend the funeral of an immediate family member will generally receive time off with pay for up to three regularly scheduled work days. Arrangements for additional time off without pay as a personal leave of absence must be approved by the mayor. The city understands that a death in the family can be a difficult time, and we will make reasonable efforts to accommodate your leave request under these circumstances.

For the purposes of this policy, immediate family is defined as the employee's: spouse, child, father, mother, brother, sister, grandparents, mother-in-law and father-in-law. Exceptions to the above listing must be agreed with the mayor.

Portland

Teresa Keen

Administrative Assistant/ HR

615-325-6776

tfleming@cityofportlandtn.gov

Bereavement Policy

Employees for the City of Portland that are full-time may receive three (3) –eight hour work day’s funeral leave for immediate family members. Immediate family members include: spouse, children, stepchildren, foster children, parents, mother and father-in-law, grandparents, and siblings. Full-time employees will receive one (1)—eight hour work day funeral leave for family members including: aunt, uncle, grandson, granddaughter, and spouses grandparents. Additional leave needed can be taken from the full-time employee’s vacation days. Unused leave cannot be carried and employees will not be paid back for it.