

Beartooth Electric Cooperative, Inc.

ADMINISTRATIVE POLICY NO. 642

1. SUBJECT: FUNERAL LEAVE

2. OBJECTIVE:

2.1. To define the administrative procedures for employees to take funeral leave.

3. POLICY:

3.1. Funeral leave for up to three working days shall be allowed for any death of an employee's near relative.

3.2. A near relative is defined as one of the following:

Spouse	Father-in-law	Sister-in-law	Grandparents
Children	Mother-in-law	Brother-in-law	Grandchildren
Mother	Sister	Daughter-in-law	
Father	Brother	Son-in-law	

3.3. A copy of the funeral program or other announcements will be required.

3.4. Use of funeral leave days will not decrease accumulated sick leave.

4. RESPONSIBILITY:

4.1. Supervisors shall ensure that the provisions of this policy are followed.

Adopted: 02/22/2013  
Revised: 06/30/2015  
Reference: LV Policy 603, BEC VI-A-40  
Review Date: June 2017

Attest:           /s/ Richard Nolan            
Secretary/Treasurer

Attest:           /s/ Roxie Melton            
Board President