

DMA Policy: #3-0622

Name: Sick Leave Policy Addendum

Approval Signature: _____

Effective Date:

Revised: 6/6/2016



The Department of Military Affairs (DMA) allows employees to use sick leave to attend a funeral of an immediate family member in accordance with the Department of Administration MOM's Sick Leave policy.

The Department of Administration MOM's Sick Leave policy definition of immediate family member: An employee's spouse and any member of the employee's household, or any parent, child, grandparent, grandchild, or corresponding in-law.

This DMA policy addendum allows employees to use sick leave to attend a funeral of a sibling, brother-in-law or sister-in-law, step-child or step-parent.

Attendance to a funeral of any other person must receive prior approval from the appropriate Division Administrator or Program Director.

The requesting employee must submit the sick leave request to their immediate supervisor; the leave request must not interfere with staffing coverage and must not result in accruing compensatory time or overtime.

Sick leave may be granted for travel time and attendance of the funeral. The appropriate Division Administrator or Program Director may grant up to five consecutive days sick leave, on a case by case basis, to attend the funeral and to conduct personal business associated with the death.

Questions regarding this policy should be directed to the DMA HR Officer, at 324-3334.