TOLEDO FIRE & RESCUE DEPARTMENT

B-70 Funeral Leave

Non-Emergency Manual

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Purpose

To set forth the Toledo Fire and Rescue Department's statement of policy and procedure for handling those incidents where a member requests funeral leave for the death of a family member or where a special filial relationship exists between the member and the deceased. While the Fire Department acknowledges the death of a family member can be a stressful time and are sympathetic to their loss, this procedure shall be a guide to the proper usage and requesting of funeral leave.

Definitions

Filial relationship parameters are set forth by the Department of Human Resources. The member shall submit their notarized statement claiming a special filial relationship exists and submit it to the Fire Chief along with a copy of the Funeral Leave Request form submitting on Vector Scheduling. This documentation will then be submitted to the Department of Human Resources who will either approve or disapprove the filial relationship.

Policy/Procedure

1. The member shall Request Time Off using Vector Scheduling and entering the sick call off option, then in the notes section document this is for funeral leave. Once all required supporting documentation has been submitted to Support Services Supervisor (must be submitted no later than 30 days of the date requesting to be used as Funeral) the sick time used will be converted from sick to Funeral reimbursing the member's bank.

2. For those instances where one (1) day of funeral leave is requested, the funeral must be on the workday the member is scheduled to work.

3. All funeral leave shall be used concurrently unless pre-approved by the Fire Chief or their designee.

Members shall be required to know and understand their respective collective bargaining agreement's section regarding funeral leave and abide by those parameters. Additionally, the guidelines specified on the Department of Human Resources form "Request for Funeral Leave," shall be followed. Any deviation from this procedure may result in the denial of funeral leave.

See Also:

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https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b70

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