



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Funeral Leave

Revised Date: May 21, 2018

I. Funeral Leave

- A. Full-time employees shall be granted up to twenty-four (24) hours of funeral leave (Part-time employees shall be granted up to twelve (12) hours of funeral leave) to make arrangements for or to attend the funeral of an immediate family member as authorized by the Elected Official/Department Head.
- B. Immediate family member is defined for purposes of this policy as: spouse, registered domestic partners, children, parents, grandparents, grandchildren, siblings, guardianship relationship, and in-laws and step/half relationships within the same degree.
- C. In the case of the death of any other relative or friend, the employee may be granted funeral leave for up to four (4) hours to attend the funeral as authorized by the Elected Official/Department Head.
- D. Should additional time be necessary, please refer to alternate [County leave policies](#).