



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

**PURPOSE**

The purpose of this guideline is to define when fire department personnel are permitted to use funeral and bereavement leave as defined in the City Handbook.

It is the responsibility of all RFD personnel to adhere to this policy.

**POLICY**

Funeral leave with pay up to a maximum of (1) 24 hour shift (shift personnel) or three (3) days (day staff) shall be granted to all City employees in cases of death in the immediate family only.

The definition of Immediately Family for the purpose of this leave shall include: mother, father, brother, sister, son, daughter, grandchildren, grandparents, aunt, uncle, son-in-law, daughter-in-law, sister-in-law, brother-in-law, spouse, spouse's immediate family or those relatives who live in the employee's household including "step" relatives.

Personnel who are notified of a death in their immediate family while at work, and leave early, shall be paid for the hours not worked as sick leave. These hours will not count toward the 24 hours paid Bereavement leave.

The Fire Chief may grant extended time off for personnel due to extenuating circumstances.

Sick leave will be used for any approved time off over the amount allowed through Bereavement leave.

Approved

A handwritten signature in black ink that reads "T. Kirk Stone".

Fire Chief