



KANSAS CITY, MO POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE

03-01-2017

EFFECTIVE DATE

03-01-2017

NO.

708-5

SUBJECT

Policy Series 700: Administration of Leave
708 - Funeral Leave

AMENDS

REFERENCE

RESCINDS
PPBM: 708-4

***I. INTRODUCTION**

The department will grant leave with pay to all members for the purpose of attending funerals, visitations, receptions and similar end-of-life events and services.

II. POLICY

*A. A member will be granted up to three (3) days of leave with pay to attend the funeral of one of the following immediate family member:

- | | |
|----------------------------|--------------------------|
| 1. Spouse/Domestic Partner | 8. Daughter-in-law |
| 2. Child/Step Child | 9. Son-in-law |
| 3. Parent/Grandparent | 10. Brother-in-law |
| 4. Brother/Sister | 11. Sister-in-law |
| 5. Grandchild/Niece/Nephew | 12. Spouse's Grandparent |
| 6. Mother-in-law | |
| 7. Father-in-law | |

NOTE: All of the above also apply to the immediate family of a Domestic Partner.

*B. Upon confirmation, additional funeral leave for travel may be granted by the division commander or the director/manager when the death occurs and/or the funeral is held out of the metropolitan area.

C. The immediate supervisor/commander may grant time off with pay up to one (1) full day for a member desiring to attend the funeral of any person other than those specified above.

III. PROCEDURES

*A. The member will make a request for funeral leave, and/or additional funeral leave to the immediate supervisor/commander.

- *B. The division commander or the director/manager will approve or disapprove the member's request for an extension of funeral leave.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this ____day of _____, 2017.

Leland Shurin
Board President

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