



City of Racine Police Department  
**Policy and Procedure**

**Number: 105**

|                                  |                                    |                              |
|----------------------------------|------------------------------------|------------------------------|
| Subject:<br><b>Funeral Leave</b> |                                    |                              |
| Date Issued:<br><b>8-3-79</b>    | Effective Date:<br><b>05-12-12</b> | Revision Number:<br><b>5</b> |

**POLICY:** The Racine Police Department has established a procedure to ensure that members of the Department have an opportunity to attend to the needs of the family and complete the mourning process when there has been a death in the member's family.

**DEFINITIONS:** **Immediate Family** – means the officer's spouse, children, step-children, legal parents, step-parents, brother, sister, step-brother, step-sister, mother-in-law, father-in-law, or guardian who raised the officer.

**Non-immediate Family** – means the officer's grandmother, grandfather, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or grandchildren.

**PROCEDURE:** When a death occurs in a member's family, the following steps shall be taken:

**MEMBER:**

1. Notify a supervisor as soon as possible.
2. Request the appropriate time off.
  - a. Immediate family member – 3 calendar days off.
  - b. Non-immediate family member – 1 calendar day off.
  - c. For all other relatives, the member may:
    - 1) Exchange your next regular day off with a workday, in order to have a day off to attend the funeral, or;
    - 2) Use up to 8 hours compensatory time, holiday (097) time, or a free day (096).

**SUPERVISOR:**

- When notified by a member about a need for funeral leave or a death in the family:
1. Assist the member in coordinating their time off requirements within the parameters of the applicable contract.
  2. Advise the shift/unit commander as soon as possible.

**SHIFT/UNIT  
COMMANDER:**

- When notified about a member's need for funeral leave or a death in the family:
1. Notify the Chief of Police, E-mail or leave a voice mail when unable to contact the Chief directly, for any death of an immediate family member of an officer.
  2. Notify a Department chaplain about the incident.
  3. Grant time off as permitted by contract.
  4. Notify a member of the Welfare Committee for the appropriate association (Racine Police Association or Racine Police Staff Officers' Association) of the death in the family.
  5. Complete or adjust TMS entries for the affected member.

**CHAPLAIN:**

Upon receiving a notification, determine the most appropriate response (phone contact, personal visit, assistance with arrangements).

**NOTE:**

When any member is on vacation or scheduled time-off and the need for funeral leave arises, the leave of absence shall not be construed as part of the vacation period or scheduled time off.

**RELATED  
REFERENCES:**

Agreement between City of Racine and R.P.A. Article XXIII (1-4)  
Agreement between City of Racine and Staff Officers' Association Article XV (A-C)

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