

## **Compassionate Leave Rules and Regulations**

### **Authority:**

These rules are promulgated pursuant to the provisions of the City Charter, Article 3, § 3-2, and the Revised Ordinances of the City of Worcester, 1996, Chapter 3, Section 30.

### **Scope:**

These rules and regulations shall apply to all full and temporary, permanent, and provisional employees of the City of Worcester in all departments, except the School Department, unless specifically provided by collective bargaining agreement to the contrary.

### **Granting of Compassionate Leave:**

A department head shall grant a leave of absence without loss of pay or reduction of any other leave to an employee so requesting in writing to allow the employee to attend the mourning and funeral of certain persons. The amount of leave granted shall be in accordance with the schedule below.

### **Compassionate Leave Schedule**

Compassionate leave shall be granted in accordance with the following schedule:

1. Five (5) working days compassionate leave for the employee for the death of a spouse of the employee.
2. Five (5) working days compassionate leave for the employee for the death of the employee's son, employee's daughter, stepson or stepdaughter.
3. Three (3) working days compassionate leave for the employee for the death of the father or mother of the employee or of the employee's spouse.
4. Three (3) working days compassionate leave for the employee for the, sister or brother of the employee.
5. Three (3) working days compassionate leave for the death of a person who has been placed by the authority of law under the care of the employee as guardian.
6. Three (3) working days compassionate leave for the employee for the death of their stepfather or stepmother,

7. One (1) working day compassionate leave for the employee for the death of the brother or sister of the employee's spouse.
8. One (1) working day compassionate leave for the death of the blood aunt or blood uncle of the employee. Such compassionate leave shall not be available for the death of the blood aunt or blood uncle of the employee's spouse.
9. One (1) working day compassionate leave for the death of the grandmother, grandfather, grandson, or granddaughter of the employee or the employee's spouse.

**Compassionate leave for the Death of Employees:**

A Department head may grant, when requested in writing by an employee, up to one-half (1/2) day leave without loss of pay or reduction in other leave credits to attend the funeral of another employee or retired employee, provided such absence does not inconvenience or add to the expenditures of the City.

**Funeral of Veterans:**

A department head may grant, when requested in writing by an employee, up to one-half (1/2) day leave without loss of pay or reduction in other leave credits to attend the funeral or memorial service for a veteran, or any person who died while serving in the armed forces of the United States in time of war or insurrection, other than under dishonorable circumstances. Such leave may not be granted to more than one employee in a department for the same funeral. Such leave may be granted only if it does not inconvenience or cause additional expense to the City.

**Effective Date:**

These regulations shall become effective June 1, 2019.

**Interpretation:**

Questions on interpretation of these regulations shall be directed to the Director of Human Resources.

**Modifications:**

The City Manager reserves the right to make such modifications and amendments to these regulations as, in his opinion, are deemed necessary or proper.

Revised Ordinances of the City of Worcester 9/2/86

Revised 4/7/75

Revised 11/30/00

Revised 6/1/19