

ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE	TITLE: Tribal-Wide Funeral Leave Work Standards	ORIGINATION DATE: November 6, 2007 REVISION DATE: August 2, 2011 EFFECTIVE DATE: After last signature
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1 PURPOSE

- 1.1 Outline funeral leave standards for the organization, to:
 - 1.1.1 Define immediate family, and who is not considered immediate family
 - 1.1.2 Define three-day funeral leave eligibility.
 - 1.1.3 Define "responsible for making funeral arrangements."
 - 1.1.4 Recommend work standard/sop development.
 - 1.1.5 Recommend options for employees unable to return after a loss.

2 DEFINITIONS

- 2.1 Funeral Services: Traditional and religious services include, but not limited to: Ceremony, Memorial service, wake, and burial.
- 2.2 Immediate family: Husband, wife, mother-in-law, father-in-law, mother, father, son, daughter, brother, sister, grandparent, grandchild, great-grandparents, great-grandchildren, spouse's great grandparents, spouse's grandparents, great-grandchildren, son-in-law, daughter-in-law, brother-in-law and sister-in-law.
 - 2.2.1 Immediate family also includes legally-recognized family members that establish the above relationships, such as step-parent, step-grandparent, step-great-grandparents/grandchildren, adopted child, foster child, and guardian.
- 2.3 Other persons: Any person not defined by immediate family.
- 2.4 Regular Status Employee: Employee hired through the Tribe's Selection Process for an on-going position.
- 2.5 Temporary Employee: Employee hired in the following categories: limited term, emergency/temporary, sub-relief, Seasonal I, youth worker and student intern.

3. WORK STANDARDS

General

- 3.1 Regular status employees, whether part-time, half-time or full-time, are eligible for funeral leave benefit with pay.

- 3.2 Temporary status employees, whether part-time, half-time or full-time, are not eligible for the funeral leave with pay, but may choose to request time off work without pay.

Immediate Family—Regular Status Employees

- 3.3 Eligible for three days of funeral leave to attend funeral services of immediate family.
3.4 Eligible for three days of funeral leave if holding funeral services for miscarriage.
3.5 Three days paid means employee's three entire scheduled shift days.
3.6 Three days does not have to be consecutive and can be split into different work weeks if time off is related to funeral services.
3.7 Third-shift employees are allowed the same benefit because of the interruption of sleep.

Non-Immediate Family –Regular Status Employees Making Funeral Arrangements

- 3.8 May receive a three-day leave, per supervisor discretion, if employee is primarily responsible for making funeral arrangements.
3.8.1 Primarily responsible for making funeral arrangements include: coordinating date, time, service(s), type of burial, etc.
3.9 May be allowed up to a three-day leave, per supervisor discretion, if employee is assisting with certain aspects of the funeral arrangements.
3.9.1 Certain aspects of funeral arrangements include: fire-keeper, meal coordinator, pall-bearer, speaker, singer, etc.
3.10 Supervisor may request documentation of funeral arrangement duties.
3.11 Third-shift employees are allowed the same benefit because of the interruption of sleep.

Non-Immediate Family—Regular Employees Not Assisting with Funeral Arrangements

- 3.12 Employees may receive up to three (3) hours, per supervisor discretion.
3.12.1 Third-shift employees are allowed the same benefit because of the interruption of sleep.

Employees Unable to Return to Work

- 3.13 Employees who are emotionally unable to return to work after a loss may request vacation or personal time, per supervisor discretion.
3.13.1 Denial of vacation or personal time must be justified by the supervisor as interference with the business of the Tribe.
3.14 Supervisor may suggest time off to help the employee with their grieving by the use of unpaid leave of absence, and/or suggesting counseling services.

Departmental Work Standards

- 3.15 Supervisors may outline additional work standards or procedures regarding funeral leave that maintains the spirit of this work standard.
3.15.1 Example: Supervisor may limit request of fire-keeper and meal coordinator to three times per year for a maximum of three hours per funeral.

4 REFERENCES

- 4.1 Oneida Personnel Policies and Procedures, section IV.D.2.