



Employees in benefits eligible positions may request leave with pay upon the death of a close relative, as approved by the Appointing Authority. Employees shall request Funeral Leave from their supervisor on the Request Leave Form in KDADS Web Applications in advance, when possible. The employee's leave request shall include the relationship to the deceased, location of funeral, requested days of leave, and other pertinent information. The amount of funeral leave approved is not to exceed six workdays, and is determined by the Appointing Authority or his/her designee on an individual basis. The employee may be asked to provide appropriate documentation to the Appointing Authority or his/her designee to justify the authorization of funeral leave. The employee's relationship to the deceased and travel time will be considered.

Upon the death of a close relative when the employee is out on shared leave, FMLA, or in leave without pay status, the employee may be granted funeral leave in accordance with KDADS policy as approved by the Appointing Authority. Employees receiving worker's compensation shall not be compensated for more than their regularly scheduled hours on any given day.

*Reference: K.A.R. 1-2-70, 1-9-3, 1-9-6, 1-9-12, 1-9-20*