

SUBJECT: PROCEDURES FOR DESIGNATION OF "FAMILY PARTNER"

Purpose: The purpose of this directive is to establish the procedure for designating a “family partner” in accordance with Section 3.32(13)(a)2.g. of the Madison General Ordinances which expands the definition of “immediate family” for sick leave and bereavement purposes to include:

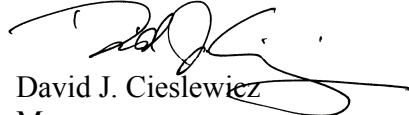
- “g. A person designated in writing by the employee as a family partner or that partner’s children, stepchildren, or grandchildren.”

The procedures to designate a “family partner” for purposes of bereavement and sick leave usage are as follows:

1. Upon initial appointment to a permanent City position, unmarried employees will be offered an opportunity to designate a single “family partner” for purposes of bereavement and sick leave usage.
2. The designation of a “family partner” shall be made on a form provided by the Human Resources Department (see Attachment A) and such designation shall be accepted by the Human Resources Director.
3. Current City employees in permanent positions who wish to designate a “family partner” must complete a designation form, submit it to the Human Resources Director prior to requesting or using bereavement or sick leave for the “family partner” or the “family partner’s” children, stepchildren, or grandchildren.
4. One copy of the “family partner” designation form shall be returned to the employee and one copy placed in the employee’s official personnel file.
5. The Human Resources Director will accept an employee’s “family partner” designation provided the following conditions are met:
 - a. Employees designating a “family partner” must be unmarried;
 - b. Only one “family partner” designation may be on file for a given employee at any time;
 - c. The person designated as the “family partner” must reside at the same address as the employee both at the time of designation and at the time sick leave or bereavement leave is requested for use in relationship to the family partner or that partner’s children, stepchildren, or grandchildren.
6. “Family partner” designations may be withdrawn by filing a written notification with the Human Resources Director.

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Any questions concerning this procedure should be directed to the Human Resources Director.
NOTE: This procedure applies only to non-represented employees and those represented employees whose labor agreements incorporate this procedure.



David J. Cieslewicz
Mayor

APM No. 2-14
July 11, 2008

Original APM dated 11/15/1988