

FROM THE OFFICE OF THE MAYOR

**ADMINISTRATIVE PROCEDURE
MEMORANDUM NO. 2-3**

SUBJECT: ATTENDANCE AT FUNERALS OF DECEASED CITY EMPLOYEES

Any City employee serving as a pallbearer at a funeral of a deceased City employee shall be granted time off, without absence for such purpose being charged against leave credited to the employee, provided absence does not exceed one-half day. In the event the deceased City employee is to be interred in a cemetery located outside the Madison metropolitan area, and if more than four (4) hours of absence from work would be involved on the part of the employee-pallbearer, the question of time without loss of pay or charge against credits will be referred to the Human Resources Director for determination. Employees thus excused from duty will be required to work the maximum time possible consistent with their participation in the funeral if they are to be excused without charge against their leave credits.


William D. Dyke
Mayor

APM No. 2-3
May 10, 1971