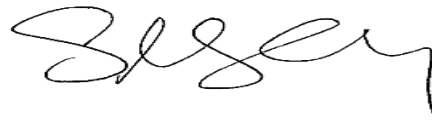


**SUBJECT: ATTENDANCE AT FUNERALS OF DECEASED CITY EMPLOYEES**

In the event of the death of a current City employee, the Appointing Authority Department/ Division shall have discretion to authorize employees in the same Department/Division to attend the memorial service during regular work hours without needing to take paid leave, provided they get pre-authorization from their Supervisor. This authorization will not be unreasonably withheld.

Any City employee serving as a pallbearer at a funeral of a deceased City employee shall be granted time off, without needing to take paid leave, provided they get pre-authorization from their Supervisor. 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 needing to take paid leave will be referred to the Department/Division Head to decide. 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 using their paid leave balances.



Satya Rhodes-Conway  
Mayor

APM 2-3  
August 8, 2023

Original APM dated 5/10/1971