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General Information

You may request funeral leave for up to six work days upon the death of a "close relative". Your relationship to the deceased and necessary travel time will be among the factors your supervisor will consider in determining whether to approve funeral leave, and, if so, the amount of leave to be granted.

A "close relative" is defined as a member of your immediate family, i.e. spouse, parent, grandparent, sister, brother, child or grandchild, including in-laws. Also included are other relatives living in the same household with you.

Requesting Funeral Leave

To request funeral leave, complete a [Funeral Leave Request form](#) and give to your supervisor. Your supervisor should keep the Funeral Leave Request form in your department. Do not send the form to HRS.

Reporting Funeral Leave

Please refer to the appropriate [GUS Cloud Job Aid](#) "Entering Time Worked and Leave Taken" to report this type of leave.

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