

Town of North Hero
Funeral Policy

Leave for an Immediate Family Member:

When a death occurs in an employee's immediate family, all regular full time employees may take up to three (3) days off with pay to attend the funeral or make funeral arrangements. The pay for time off will be prorated for a part-time employee. The Town of North Hero may require verification of the need for the leave.

Immediate Family Defined for Bereavement Leave:

Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Non-family Member Funeral Leave:

All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of a close, non-family member. This time off will be considered by the employee's supervisor on a case-by-case basis. The pay for time off will be prorated for a part-time employee. The Town of North Hero may require verification of the need for the leave.

Additional Time Off:

The Town of North Hero understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted. The employee may make arrangements with his or her supervisor for an additional four unpaid days off in the instance of the death of an immediate family member. Additional unpaid time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements.

Adopted by the North Hero Selectboard: September 01, 2009

Selectboard: Marie Kilbride Marie Kilbride
Robert Rousseau Robert Rousseau
Jim Martin Jim Martin
Eileen Mitchell Eileen Mitchell
Andre Quintin Andre Quintin