

**MONTGOMERY COUNTY, TEXAS  
EMPLOYEE POLICY MANUAL  
4. BENEFITS AND LEAVE**

**4.10 FUNERAL LEAVE**

**DEATH OF  
FAMILY  
MEMBER**

4.10-1 In the event of the death of a regular full-time employee's immediate family member, a maximum of three days' leave with pay (24 hours) may be granted to the employee at the discretion of the elected official or department head; those employees budgeted for, scheduled for, and working at least 30 but less than 40 hours per week shall be paid for a prorated number of hours (e.g., a 30-hour per week employee would be paid for 18 hours instead of 24, a 32-hour per week employee would be paid for 19.2 hours, etc.). The length of the leave should be dependent on the location of the funeral (whether out of state or in town), the familial relationship, and the responsibilities placed on the employee as a result of the death.

4.10-2 The term "immediate family" is defined as:

- Spouse of employee
- Parent of employee or spouse
- Grandparent of employee or spouse
- Child of employee or spouse
- Grandchild of employee or spouse
- Brother or sister of employee or spouse
- Step-parent or step-child of employee or spouse
- Ward of employee or spouse
- Any other relative of employee or spouse living in the same household with the employee and spouse

4.10-3 Special consideration may also be given to any other person whose association with the employee was similar to the above relationships.

**DEATH  
OTHER THAN  
FAMILY**

4.10-4 In the event of the death of a County employee or someone closely associated with Montgomery County, a department head may approve representation at the funeral. Those who attend at the direction of their elected official or department head are representing Montgomery County, and therefore their hours will be considered worked hours.