

Tuesday, August 4, 2020

10:00 AM

or immediately following the regular board meeting

*Meeting to be held in the County Board Room via teleconference,
hosted at the Historic Courthouse, 215 1st Ave S, Long Prairie, MN.*

PUBLIC WILL NOT BE ALLOWED TO ATTEND IN PERSON.

MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.CO.TODD.MN.US](https://www.co.todd.mn.us)

Agenda Item #

Agenda Time:

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| 1 | Draft of Funeral Leave Policy for Personnel Policy
<i>Policy Committee</i> | 10:00 |
| 2 | Preliminary 2021 Budget and 2021 Levy Discussion
<i>Finance Committee</i> | 10:10 |

Section 7.08 Funeral Leave (Bereavement)

- (a) Funeral leave will be granted to an employee when a death in their family occurs according to the following schedule; it shall be used within a reasonable amount of time, and will not be banked or paid out:

Family Member	Family Relation	Hours of Paid Funeral Leave
Employee	Spouse/Domestic Partner	40
Employee	Parent	40
Employee	Children	40
Employee	Son/Daughter-in-Law	40
Employee	Ward	40
Employee/Spouse/Domestic Partner	Sibling	24
Spouse/Domestic Partner	Parent	24
Employee/Spouse/Domestic Partner	Grandparent	24
Employee/Spouse/Domestic Partner	Grandchild	24
Employee/Spouse/Domestic Partner	Aunt/Uncle	8
Employee/Spouse/Domestic Partner	Niece/Nephew	8
Employee/Spouse/Domestic Partner	Other relative living in employee's home	8

Including step family members.

- (b) In the event that the employee needs additional time off, the employee may have the option of using sick leave, compensatory time, vacation time or time without pay (if no paid time is available). This additional time must be pre-approved by the Department Head.

~~(b)~~(c) Part-time employees shall receive pro-rated funeral leave based on their actual hours worked in the previous quarter.

~~(c)~~(d) Temporary, or seasonal employees shall not be eligible for funeral leave benefits.

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