

July 24, 1946

TO HEADS OF OFFICES EMPLOYING CIVIL SERVICE PERSONNEL:

Under authority of Regulation 10.8 of the Civil Service Rules the University has adopted the following policy with respect to granting leave with pay to employees for funeral or death leave:

Leave with pay not to exceed six days may be granted to any employee who has been employed continuously on a full time basis for more than six months, upon the death of a close relative. A close relative is interpreted to mean husband, wife, son, daughter, mother, father, father-in-law or mother-in-law. In other meritorious cases appeal may be made to the Chancellor. Department heads are to take into consideration relationship and travel time before determining the amount of leave which may be granted in a particular case.

RAYMOND NICHOLS
Executive Secretary

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