Housing Authority of the City of Milwaukee

APPLICATION FOR FUNERAL LEAVE

The Funeral Leave Ordinance permits up to three off-days for the death and funeral of a member of an employee's immediate family, beginning with the day of the death or the day after the funeral. (Terms and conditions for funeral leave may be superseded by provisions in particular labor contracts.) One off-day is permitted to attend the funeral of an employee's grandparent. Complete this form, have the department certification signed (below) or attach the obituary notice or a statement signed by the mortician in charge of the funeral and submit to your supervisor immediately to obtain approval of the funeral leave. (FALSE STATEMENTS WILL BE DEEMED CAUSE FOR SUSPENSION OR DISCHARGE)

_____

Employee Name Employee # Job Title

_____

Home Address Location

Absent From_____ to _____

Total work days absent _____ or _____hours

Name of Deceased_____

Relationship: (check one) Spouse ☐ Parent ☐ Grandparent ☐
Child ☐ Parent-in-Law ☐ Grandchild ☐
Brother/Sister ☐ Other ☐_____(explain)

Death_____
Month/Day/Year State

Funeral_____
Month/Day/Year State

Burial_____
Month/Day/Year State

Did you travel to Place(s) above? Yes ☐ No ☐

The above statements are true and correct_____(Employee Signature/Date)

Signature of Supervisor_____ Date_____