

CITY OF RISING SUN
RESOLUTION NO. 2003-10
Amendment to Personnel Handbook No. 2

(A) Policy and Scope. The City recognizes that in the event of a death in the immediate family, much planning and expense is involved and the employees need to complete arrangements. The scope of this policy covers all full-time employees.

(B) Leave; definitions of family.

(1) (a) In the event of a death in the immediate family, the employee will be eligible for up to three days of time off at regular pay rate and hours as approved by the Department Head or Supervisor. The three days shall be three consecutive workdays.

(b) Immediate Family shall be defined as:

1. Spouse
2. Son, daughter, stepchild
3. Mother/Father (step and in-laws)
4. Brother/sister (step and in-laws)
5. Grandchild
6. Grandparents
7. Son/daughter in-laws

(c) Other funerals as approved by the Department Head the employee will receive one day.

(2) Time off without pay, or using vacations and/or sick days may be added to the aforementioned maximums with the approval of the Department Head.


WHEREFORE, BE IT RESOLVED by the City Council of the City of Rising Sun, Ohio County of Indiana, that the above changes are made to the Employee Handbook.



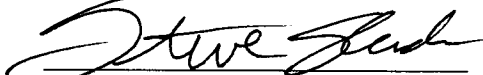
Steven D. Brett

Gerald L. Brown

Stephanie Scott

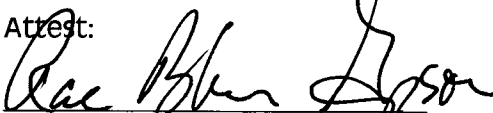


Gene Siekman




Steve Slack

Attest:



Rae Baker Gipson-Clerk Treasurer



Steve Stewart, Mayor

7/3/03
date