

GENERAL ORDINANCE NO. 6, 2015

General Ordinance No. 6, 2015 is an ordinance that amends “Article X Special Leaves” Section 2 Funerals of the City of Beech Grove Personnel Manual.

WHEREAS, full time employees are on a set schedule and unfortunately tragic events happen that cause employees to be off work; and

WHEREAS, unfortunately loved ones of employees may pass requiring special arrangements to be made by the full time employee; and

WHEREAS, depending on the circumstances employees may need more time off than currently is given pursuant to the City’s Personnel Manual.

NOW THEREFORE BE IT ORDAINED that the Common Council desires to amend the City of Beech Grove Personnel Manual concerning time off for Bereavement.

NOW THEREFORE BE IT FURTHER ORDAINED that the following amendment be placed in the City of Beech Grove Personnel Manual

ARTICLE X SPECIAL LEAVES SECTION 2. Funerals - Delete in its entirety and replace with the following:

SECTION 2 Funerals. All full time employees will be granted up to three (3) calendar days per occasion with no loss of compensation or accruals to attend the funeral of his/her spouse, children, mother, father, sister, brother, or significant other. All full time employees shall also be granted three (3) calendar days per occurrence with no loss of compensation or accruals to attend the funeral of a father-in-law, mother-in-law, step father, step mother, grandparents, grandchildren, or a permanent member of the immediate family not mentioned above. Should additional bereavement time be needed, a full time employee shall be permitted to use up to three (3) additional calendar days of accumulated sick leave with the approval of their respective department head. Elected officials and part time employees are not eligible for this benefit.

NOW THEREFORE BE IT ORDAINED that the Common Council desires to amend the City of Beech Grove's Personnel Manual concerning bereavement leave.

NOW THEREFORE BE IT FURTHER ORDAINED that this ordinance shall only apply to Article X of the City of Beech Grove's Personnel Manual and shall not apply to any other regulation.

NOW THEREFORE BE IT FURTHER ORDAINED that this ordinance shall go into effect immediately upon passage by the Common Council, signed by the Council President Pro-Tem, attested by the Clerk Treasurer and signed by the Mayor.