 <b>PERSONNEL POLICY</b>	KANSAS CITY, MO POLICE DEPARTMENT	DATE OF ISSUE 11/09/2022	EFFECTIVE DATE 11/09/2022	NO. 708-6
	SUBJECT Policy Series 700: Administration of Leave 708 - Bereavement Leave			AMENDS
REFERENCE DM: Collective Bargaining Agreements between the BOPC and the FOP	RESCINDS PPBM: 708-5			

**\*I. INTRODUCTION**

The Department will grant leave with pay to all members for Bereavement Leave to grieve the death or plan for/participate in a funeral of a family member or friend.

**II. POLICY**

\*A. A member will be granted up to five (5) days of paid Bereavement Leave for an immediate family member described below:

1. Spouse/Domestic Partner
2. Child/Step Child
3. Parent (including In-laws)
4. Brother/Sister (including In-laws)

\*B. A member will be granted up to three (3) days of paid Bereavement Leave for an extended family member described below:

1. Grandparent
2. Grandparent of Spouse/Domestic Partner
3. Grandchild/Niece/Nephew
4. Aunt/Uncle
5. First Cousin (Child of Aunt/Uncle)

NOTE: All of the above also apply to the immediate family of a Domestic Partner.

C. Upon confirmation, additional Bereavement Leave may be granted by the division commander or the director/manager for:

- \*1. The planning of the funeral for a family member listed above, or


2. Travel when a death occurs and/or the funeral is held out of the metropolitan area.
- D. The immediate supervisor/commander may grant time off with pay up to one (1) full day for a member for Bereavement Leave of any person other than those specified previously.

### III. PROCEDURES

- A. The member will make a request for Bereavement Leave, and/or additional Bereavement Leave to the immediate supervisor/commander.
- \*B. The Chief of Police or their designee shall have the discretion to extend Bereavement Leave past what has been approved by the division commander or the director/manager.
- \*C. Members will complete a Form 1 P.D. for all Bereavement Leave.

  
Joseph E. Mabin, Jr.  
Chief of Police

Adopted by the Board of Police Commissioners this 25 day of October, 2022.

  
Mark C. Tolbert  
Board President

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