

THE TOWN OF FOREST HEIGHTS
RESOLUTION 03-16

**A RESOLUTION FOR THE ADOPTION OF AMENDMENTS TO THE TOWN'S
EMPLOYEE HANDBOOK REGARDING THE USE OF AND POLICIES RELATING
TO BEREAVEMENT LEAVE**

Introduced by: Mayor J. Goodall

WHEREAS, pursuant to Section 33–69 of the Town Charter, the compensation of all officers (except the Mayor and Councilmen) and employees of the Town shall be set from time to time by a resolution passed by the Council; and

WHEREAS, pursuant to Section 2.3 of the Town Ordinance Code, the Town Council is authorized and empowered to provide the employees of the Town with benefits, including, but not limited to, death benefits, surgical, hospitalization and other sick benefits, under group insurance plans or otherwise; and

WHEREAS, the Mayor and Council adopted Resolution 65-12 on October 17, 2012 thereby adopting a comprehensive revision of the Town's Employee Handbook, which has been subsequently amended; and

WHEREAS, the Mayor and Council find that it is in the best interest of the Town and for the good and efficient government thereof, that said Employee Handbook shall be revised and amended as stated herein below; and

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby adopts, and approves the following amendments to the Employee Handbook initially adopted and approved by Resolution 65-12 on October 17, 2012, as amended:

* * *

4.60 Funeral/BEREAVEMENT Leave

A. IN THE UNFORTUNATE EVENT OF A DEATH IN THE IMMEDIATE FAMILY, AN EMPLOYEE MAY BE GIVEN up to three (3) days of leave in state or five (5) days of leave out of state of funeral leave with pay ~~may be granted for funerals of the immediate family~~. FOR THIS SECTION ONLY IMMEDIATE FAMILY MEMBERS INCLUDE YOUR SPOUSE, CHILD, PARENTS, BROTHERS, SISTERS, GRANDPARENTS, GRANDCHILDREN, AND CORRESPONDING IN-LAW RELATIONSHIPS. Any additional days may be charged to vacation leave, or taken as leave without pay with the approval of the Town Administrator and

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[Brackets] : Indicate matter deleted from existing law or policy
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the Mayor. Employees shall receive up to one (1) day off per year for serving as a pallbearer, honor guard, or singing. A MAXIMUM OF ONE (1) DAY MIGHT BE CHARGED TO SICK LEAVE FOR DEATH OF ANY OTHER RELATIVE, EXCEPT COUSINS.

* * *

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage.

PASSED this 4th Day of January, 2016.

ATTEST:

Signature on file

Bonita C. Anderson, Town Clerk

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS

Signature on file

Jacqueline Goodall, Mayor

ABSENT

C. Lynn Smith-Barnes, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 4th day of January 2016 with 4 Aye votes and 2 Nay votes the aforesaid Resolution 03-16 passed.

Signature on file

Bonita Anderson, Town Clerk

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