



HUMAN RESOURCE  
SERVICES

Seventh-day Adventist Church  
LAKE REGION CONFERENCE

## FUNERAL LEAVE REQUEST

NAME \_\_\_\_\_ Date of Request \_\_\_\_\_

### BASIS OF REQUEST:

Family Member (Relationship): \_\_\_\_\_

Departure date: \_\_\_\_\_ Return Date: \_\_\_\_\_ Total days including travel: \_\_\_\_\_

Destination: \_\_\_\_\_

Phone # where you can be reached in Case of Emergency \_\_\_\_\_

(NOTE: Please provide copy of bulletin or announcement)

### FUNERAL LEAVE POLICY

#### Immediate family includes:

husband, wife, father, father-in-law, mother, mother-in-law, children, son-in-law, daughter-in-law, brother, sister, and grandparents.

**For funeral attendance only**

Up to 3 days

**When employee is involved in estate resolution activities**

Up to 5 days

### FOR ADMINISTRATIVE USE:

Date of ADCOM \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Comments \_\_\_\_\_

\_\_\_\_\_

Returned to the Employee on \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Administrative Officer

10/2023