

**CITY OF PORTSMOUTH**  
**ADMINISTRATIVE POLICY**

**#31**

**July 1997**

**SUBJECT:** Death in Family

In the event of death in the employee's or employee's spouse's immediate family, (i.e., spouse, mother, stepmother, father, stepfather, son, stepson, daughter, stepdaughter, brother, stepbrother, sister, stepsister, grandparents, and grandchildren) time off may be granted. A full-time employee may be paid up to three days at the employee's regular rate. Additional leave, if necessary and approved, will be taken as annual leave.