



FRANK WHITE, JR.
Jackson County Executive

EXECUTIVE ORDER NO. 21-25

RECEIVED

JUL 27 2021

MARY JO SPINO
COUNTY CLERK

AS 9:25 a.m.

**To: Members of the Legislature
Clerk of the Legislature**

**From: Frank White, Jr
County Executive**

Date: July 27, 2021

RE: Amendment to the Personnel Rules: Death in the Immediate Family

Pursuant to section 706.1, Jackson County Code, 1984, I hereby promulgate the following amendment to Rule 9 of the Jackson County Personnel Rules for Jackson County associates. The amendment shall be effective immediately.

Rule 9.16 is amended to read as follows:

Section 9.16 – Bereavement Leave

A full-time associate with prior approval of the Appointing Authority shall be granted time off with bereavement leave not to exceed twenty-four (24) hours for a death in associates immediate family. In the event the services are to be conducted outside of a four hundred (400) mile radius, an additional sixteen (16) hours off with pay will be granted. Proof of travel maybe required.

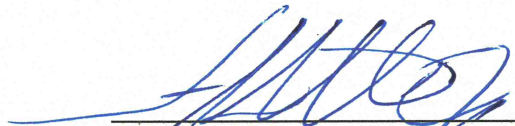
Immediate family is defined as the associate's spouse, domestic partner, children (including step and adopted children), mother, father, mother-in-law, father-in-law, daughter-in-law, son-in-law, sisters, half-sisters, stepsisters, brothers, half-brothers, step brothers and domestic partner's parents, grandparents, stepparents, grandchildren, an adult who stood in loco in parentis to the associate during childhood, or a relative living in the same household.



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Associates are allowed one regular scheduled day off, not to exceed 12 hours for bereavement leave in the event of death of the associate's brother-in-law, sister-in-law, aunt, uncle, or spouse's grandparent.

Associates are allowed up to four hours of bereavement leave to attend the funeral of a fellow associate or retiree of the county, provided such absence from duty will not interfere with normal operations of the department.



Frank White, Jr., County Executive

Dated: 7/27/21