Question 1:

Who is considered a “family” member, for the purposes of granting “death in family” administrative leave?

Interpretation:

Administrative Leave is granted for the death of the employee’s or spouse’s family member, as follows:

- Current Spouse;
- Parents, which may include natural, current step-parents, and foster and adoptive parents;
- Grandparents, which may include natural grandparents, current step-grandparents, adoptive grandparents, and great grandparents;
- Brothers and Sisters, which may include natural brothers and sisters, current step-brothers or sisters, half brothers or sisters, and adoptive brothers and sisters;
- Children, which may include natural children, current step-children, foster and adopted children;
- Grandchildren, which may include natural, adopted, and step-grandchildren, and great grandchildren, as well as the foster children of the employees’ own children.

Question 2:

If the employee is widowed or divorced, is the mother, father, brother, or sister of the employee’s former spouse considered immediate family, for the purpose of granting “death in family” administrative leave?

Interpretation:

If the employee is widowed, his or her deceased spouse’s mother, father, brother and/or sister are considered family members of the employee and, if requested, the employee shall be granted “death in family” administrative leave upon the death of any of these individuals. If the
employee is divorced, these individuals are no longer considered family members for purposes of granting “death in family” administrative leave.

Note: It is recognized that employees may have close relationships with other individuals who are not family members as described above (for example, former in-laws or, in the case of employees who were foster children, adults and peers who were members of the same household). However, since it is not practical to include all individuals who the employee may consider family, supervisors should be reminded that approval of other appropriate leave types is an option in those circumstances.

Rule Citation:

Rule 60L-34.0071, F.A.C., Administrative Leave.

(2) Approval of administrative leave, under subsection (3) of this rule or otherwise, is limited to an amount necessary to bring the employee to full pay for forty hours of work in the workweek, the number of approved hours in the extended work period, or the number of hours in the work period. In no case shall the approval of administrative leave cause the employee to exceed forty hours during the workweek, hours in an approved extended work period, or hours in the regular work period for excluded employees.

(3)(d) Death in family:

1. An employee, upon request, shall be granted two days of administrative leave with pay on the death of the employee’s spouse and on the death of the parents, grandparents, brothers, sisters, children, and grandchildren of either the employee or the spouse.