

*City of St. Louis Department of Personnel Administrative  
Regulation NO. 144*

**COMPASSION LEAVE**

Effective: December 24, 2006

Revised: February 4, 2007

**I POLICY**

A. The following are considered qualifying members of the immediate family:

1. Spouse – e.g., husband, wife or domestic partner\*\*
2. Parents – includes natural and adopted parents or someone who acted in lieu of a parent
3. Children – natural, foster and adopted, stepchildren and grandchildren
4. Mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law, great grandparent-in-law
5. Siblings – including natural, foster and adopted brothers, sisters, stepbrothers and stepsisters
6. Grandparents, great grandparents

B. Paid time off granted for an incident of compassion leave will not exceed twenty-four (24) working hours (adjusted proportionately for employees whose average work week is more or less than forty (40) hours).

C. In addition, up to four (4) hours of compassion leave may be granted by the appointing authority to an employee for the death of any family member who is not a member of the employee's immediate family (e.g., aunt, uncle, niece, nephew, first cousin).

**II. GENERAL**

A. Employees must complete "Employee Leave Request Form," (Stan-007 Rev. 3/05) when requesting time off due to compassion leave.

B. An employee who is unable to report for work because of a death in the family must notify his or her supervisor or other designated person within the reasonable time limits set by the appointing authority. Each employee is to be advised of the time, place and person to whom absences are to be reported.

C. The appointing authority reserves the right to request appropriate documentation from the employee justifying the need for compassion leave.

D. Employees who provide false information when requesting compassion leave may be subject to disciplinary action up to and including dismissal.

\*\* Domestic Partner is defined as an unrelated adult of the same or opposite sex of the employee with whom the employee is living in an intimate, long-term relationship with an exclusive commitment similar to marriage, in which the partners are jointly responsible for one another's welfare and share financial obligations. In order to be considered a domestic partner, the following conditions must be met. Domestic partners:

1. Each are eighteen years of age or older and mentally competent

2. Are not related by blood in a manner that would bar marriage under the laws of the State of Missouri

3. Have a close and committed personal relationship, and are each other's sole domestic partner not married to or partnered with any other spouse or domestic partner

4. Have for at least six (6) months immediately preceding the date of request, shared the same regular and permanent residence in a committed relationship and intend to do so indefinitely

5. Are jointly financially responsible for basic living expenses defined as the cost of food, shelter, and other expenses of maintaining a household.

The appointing authority reserves the right to request acceptable documentation verifying the status of a domestic partnership in order to qualify for the aforementioned benefits. Submitting two (2) of the following documents would be sufficient to satisfy a request from the appointing authority to provide verification.

1. Joint mortgage or lease
2. Designation of the domestic partner as primary beneficiary for a life insurance policy
3. Designation of the domestic partner as primary beneficiary in the employee's will
4. Durable power of attorney for health care or financial management
5. Joint ownership of a motor vehicle, a joint checking account, or a joint credit account
6. A relationship or cohabitation contract which obligates each of the parties to provide support for the other party, or other evidence that establishes economic interdependence
7. Registration as domestic partners with the City of St. Louis in accordance with Ordinance No. 64401.

Questions concerning this administrative regulation should be directed to the Employee Relations Section of the Department of Personnel at 622-3563.

DEPARTMENT OF PERSONNEL

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