

TRIBAL LEAVE POLICY

Tribal Leave was created by the Traditional Council back in the early 2000's. The Leave was intended to allow Kickapoo Tribal Members to have adequate time to practice and participate on religious tribal ceremonies in Nacimiento, Eagle Pass and Oklahoma. The following are the types of Tribal Leave:

A. Funeral Leave

1. Funeral leave is intended to be used for burial and mourning period.
2. Burial is a maximum of two (2) days/16 hours.
3. Mourning period is a maximum of four (4) days/32 hours after burial for immediate family only.

B. Traditional Home Activities

1. Summer Home
 - a. Only roof is a maximum of five (5) days/40 hours.
 - b. Rebuild is a maximum of ten (10) days/80 hours.
2. Winter Home
 - a. Building the Winter Home is a maximum of five (5) days/40 hours.

3. The Traditional Home owner has to sign the tribal leave form in the appropriate space for all activities concerning traditional home activities.

C. Cattail Activities

1. Harvesting/Cutting Cattails is a maximum of five (5) days/40hours.
2. Cleaning/processing cattails is a maximum of ten (10) days/80 hours.

D. New Year's Ceremonies

1. A maximum of ten (10) days/80 hours is allowed to attend ceremonies in Nacimiento.

E. Ceremony for Deceased (Adoption)

1. Immediate family members preparing for ceremony are eligible for five (5) days/40 hours.
2. An additional four (4) days/32 hours for immediate family members that held the ceremony (adoption).
3. All others is four (4) days/32 hours or five (5) days/40 hours that attend the ceremony.
 - a. Leave starts one day prior of meeting; if person will be attending meeting. If employee is not attending meeting, leave will start the day of meeting.

F. Feast (Evening) for Deceased

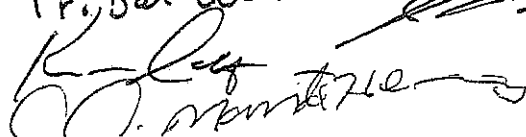
1. A maximum of two (2) days/16 hours is allowed for immediate family.

G. Other

1. Baptism is allowed up to two (2) days/16 hours for immediate family.
2. Ladies that go through a miscarriage are allowed ten (10) days/80 hours. And their spouse/father of baby is allowed five (5) days/40 hours.
3. The mother is allowed ten (10) days/80 hours to attend to their young daughter on their first menstrual cycle.
4. Hunting for ceremony/baptism. When it is hunting season, **NO** Tribal Leave is approved.
5. Ni-pe-te Day is allowed up to two (2) days/16 hours.
6. Approved days from Traditional Council for participating in gatherings with Mexican Governmental Officials in Nacimiento or Mexico.

The attached tribal leave form is used for leave. Employees are required to inform their immediate supervisor's when tribal leave will be used. When on Tribal Leave they must be physically in Nacimiento or Oklahoma.

3-25-2015
Reviewed & approved
by Tribal Council



APPLICATION FOR TRIBAL LEAVE

Please submit to personnel clerk prior to the date leave is requested for. Failure to properly request leave and receive approval will result on you being placed on L. W. O. P. status and possible disciplinary action.

Department: _____

Employee's Name: _____ **Date:** _____

I hereby request approval for _____ hours of **Tribal Leave**
Beginning at _____ A.M. or P.M. on _____ 20____ and
Ending at _____ A.M. or P.M. on _____ 20____.

I understand that any leave authorized in excess of the amount available to me during the leave year will be changed as Leave without Pay.

Please check the appropriate statement below:

- Funeral Leave
- Cutting Cattails
- Re-build
- Roof Only
- Ceremony for Deceased
- Cleaning Cattails
- Summer Home
- Winter Home
- New Year's Ceremony
- Feast for Deceased

Other (please Explain) _____

If working on Tribal home, please give the name of the homeowner you are assisting:

Print Name of Home Owner

If you are working on cattails or Traditional homes, please have the Traditional home owner sign the leave form after you finish assisting them.

Traditional Home Owner Signature Date

Signature of employee Date

: Approved

: Disapproved

Signature of approving official

Date