



# MEMORANDUM

OCPPA Agenda  
Item No. PPA. B  
8/27/2024

## The City of OKLAHOMA CITY

TO: Chairman and Trustees of the Oklahoma City Public Property Authority

FROM: Craig Freeman, City Manager/General Manager, OCPPA

Resolution approving the adoption of a Bereavement Leave Policy for Oklahoma City Public Property Authority Golf System Employees, retroactive to July 1, 2024.

**Purpose:**

To adopt a Bereavement Leave Policy for Trust employees.

**Background:**

The Oklahoma City Golf Commission is currently working with staff to update the Golf System's personnel policies which were last revised in 2015. One policy that the Golf Commission identified that needed to be addressed immediately was the lack of a Bereavement Leave Policy for golf employees.

This policy (Attachment A) would give a maximum of three workdays off with pay in the event of a death in the family of the employee or employee's spouse. The policy also defines when this benefit may be applied. The Golf Commission believes it to be in the best interest of the Oklahoma City Public Property Authority to adopt this policy and recommended this on August 7, 2024.

**Review:**

Parks and Recreation Department

**Recommendation:** Resolution be adopted.