



Bereavement Leave Policy

Section:	Benefits
Date Initially Approved:	September 4, 2001 by Senior Staff
Reviewed/Reaffirmed:	February 1, 2014 by Senior Staff
Effective Date:	February 1, 2014
Revised:	September 1, 2006; September 1, 2007; July 1, 2010

I. Purpose

To provide a full-time employee paid time-off when there has been a death of an immediate family member to attend the funeral or memorial service.

II. Policy

An employee may, at the discretion of the University, be given time off for the purpose of attending or preparation of a funeral service for an immediate family member.

III. Practices & Procedures

- I. For purposes of this policy, the term “immediate family member” of the employee shall specifically consist of the following: spouse or domestic partner, child or stepchild, grandchild, parent or stepparent, sister or stepsister, brother or stepbrother, grandparent, son-in-law or daughter-in-law, sister-in-law or brother-in-law, mother-in-law or father-in-law.
- II. When the death of an immediate family member creates a need for time to attend or participate in a funeral service, the employee may receive one (1) paid day off. If the death of an immediate family member requires the employee to make arrangements for the funeral service, the employee may receive three paid (3) days off.
 - a. If there are extenuating circumstances such as out-of-state travel, up to two (2) additional paid days may be granted with prior approval of the Director of Human Resources.
- III. This policy shall be implemented in the following manner:
 - a. The employee shall immediately inform the supervisor of their loss.
 - b. The supervisor is responsible to contact the Human Resources office to inform the Director of Human Resources of the employee’s loss and to discuss any extenuating circumstances that may be present.
- IV. In the case of a delayed burial, it is the employee’s choice as to when they will utilize the bereavement policy. The leave may be divided only in the possible event that the funeral service is significantly delayed following interment. However, paid leave for the combined events shall not exceed the maximum allowed. If approved by the supervisor, additional leave time may be taken and shall be charged to vacation or personal time. Should the employee not have any remaining accrued hours, they will need to follow the procedures listed in the Unpaid Leave Policy.
- V. Recording Bereavement Time – Non Exempt
 - a. Non-exempt employees are required to record all bereavement leave as used.
 - b. Bereavement leave may be taken on one quarter (¼) hour increments.
- VI. Recording Bereavement Time –Exempt
 - a. Exempt employees are required to record all bereavement days used weekly.
 - b. Bereavement time must be used in full day increments.