

410-06 BEREAVEMENT—PROCEDURE

1. PURPOSE

To provide eligible employees paid leave off in the event of a death in the employee's immediate family.

2. PROCEDURE

1. Eligibility

Eligible employees are full-time staff and faculty and full-time employees who are on probation. Temporary and part-time employees are not eligible.

An employee must be on active pay status in order to receive paid bereavement leave.

2. Scope of Benefit

An eligible employee, upon giving as much notice as possible to his/her supervisor, shall be permitted up to three (3) days in-state and five (5) days out-of-state in the event of death in the immediate family.

An additional three (3) days leave of absence charged to the employee's accumulated PTO may be granted or three (3) days of sick leave for full-time faculty.

3. Definition of Immediate Family

Immediate family is defined as: spouse, daughter, son, parent, parent-in-law, sister, brother, grandchild, grandparent, or any other relative who is a permanent member of the employee's established household. A parent is defined as a natural parent, step-parent, adoptive parent, or surrogate parent (a person who raised the employee as his/her child). A child is defined as a natural child, adoptive child, foster child, or stepchild.

A petition may be submitted to the HR Director for an exception to this procedure in the event bereavement leave is needed for a longer period of time or for a death of a person outside the immediate family.

4. Request for Leave

A Leave Request form must be submitted to the employee's supervisor substantiating the need for bereavement leave.

3. BACKGROUND

1. References: none
2. Revision history: 06/24/2009 (reformatted)
3. Legal review: none
4. Sponsor: Human Resources