



POLICY MANUAL

BENEFITS

Number 346

Subject: Bereavement Leave

Covered Employees: Budgeted Employees

Date of Origin: January 24, 1997

346.1 POLICY

The University provides employees with time away from work with pay to deal with issues surrounding the death of an immediate family member.

346.2 PROCEDURES

Budgeted employees with appointments of 50% time or greater are eligible for bereavement leave.

Employees will be granted up to three working days of leave if an immediate family member dies. Immediate family (including step-relatives) for this policy is defined as employee's spouse, son, daughter, son-in-law, daughter-in-law, foster child, parents, parents-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandparents-in-law, grandchildren, or any person living in the employee's household.

An employee who qualifies for bereavement leave under the provisions of this policy and who is already receiving paid time off chargeable to annual leave, sick leave, or compensatory time, will instead have up to three days of that time charged to bereavement leave.

346.3 RESPONSIBILITY

3.1 Department Heads and Supervisors

Responsible for considering and verifying employees' requests for bereavement leave.

3.2 Employees

Responsible for coordinating bereavement leave with their supervisors.